

# Candidate Brief

**Project Manager – Invasive Species**

**CABI Accra - Ghana**

March 2017

## CABI BACKGROUND

**CABI ([www.cabi.org](http://www.cabi.org)) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.**

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

### **CABI's Knowledge Business**

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

### **Development projects and research**

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.

### **Microbial services**

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

### **Plantwise**

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Project Manager – Invasive Species
<b>Grade:</b>	5
<b>Salary:</b>	We offer a competitive package in the not-for-profit development sector
<b>Reporting to:</b>	Regional Representative, WAC
<b>Direct reports:</b>	None
<b>Key peer group:</b>	Scientists working within Invasives Theme, Regional Coordinator Invasives, Plantwise team
<b>Location:</b>	Accra - Ghana
<b>Term:</b>	The role is offered as an initial appointment of one year subject to renewal and extension.

## Purpose of the role

The Scientist, Invasive Species Management, will support the development and implementation of effective invasive species management projects, following an integrated pest management approach, in collaboration with national, regional and international stakeholders with a view to supporting local economic development, sustainable resource management, increased food security and improved livelihoods. The job holder will be expected to manage projects on both a technical and financial level and be able to communicate results to a broad stakeholder audience.

## Key Accountabilities

- Support the development of strategic partnerships in Ghana and regionally to facilitate the implementation of the Invasives Programme, which is complementary to Plantwise, recognising international conventions and agreements, and representing the Invasives Programme at national and regional fora, to foster strong relationships and productive collaboration;
- Work with national partners on project planning (i.e. the design of concept notes, proposals and logical frameworks), as well as project implementation, monitoring and evaluation;
- Undertake and manage project delivery (with CABI colleagues) according to agreed Terms of Reference (ToR) within the Invasives Programme Logical Framework and provide feedback to all relevant project stakeholders via timely submission of reports;
- Assist development of best practice guidelines and capacity building programmes to support national and regional implementation of Invasives programme activities;
- Support coordination of applied research on biological control as a key cornerstone of integrated approaches to invasive species management in collaboration with key staff of national partners;
- Provide support to write advisory leaflets, farmer manuals, technical notes and press releases;
- Support development of concept notes and proposals in the field of invasive species management in accordance with the Prince2 management system or other project design method agreed with the envisaged donor (e.g. Outcome Mapping, Logical Project Framework or Project Cycle Management);

- Undertake administrative duties (compilation of progress-, annual- and final reports) and support project management according to predefined yearly plans of operation to satisfy customer expectations;
- Adhere to CABI policies and procedures at the Centre, including HR procedures, health and safety requirements, financial and project management procedures, and IPR procedures

### **Candidate profile**

- We are seeking a dynamic project manager with an excellent background in biological control, integrated approaches to Invasive Species Management, an internationally-recognized scientific background, and outstanding and proven networking abilities.

### **Qualifications and language skills**

- Masters in a Life Science area relevant to the Centre activities, ideally biological control and integrated pest management / ecology / entomology / pathology / weed management;
- Broad knowledge of invasive species issues in developing countries and relevant institutional settings, as well as the gaps in stakeholder abilities to manage invasive species
- Understanding of a range of extension approaches and methods, in particular understanding of participatory approaches and communication for development
- Excellent communication skills in English plus competence in French as an advantage
- Prince II qualifications or comparable best practice in project management

### **Previous experience**

- At least 3 years' experience in relevant project management;
- Good publication record
- Proficiency in Microsoft Office Suite of packages essential (SharePoint an advantage)
- Direct experience working with invasive species, biocontrol, weeds and/or arthropods would be advantageous.
- Experience from working in developing countries is a must

### **Personal characteristics**

- A team player with good interpersonal and communication skills;
- Self-motivated;
- Robust with the operational grip and capacity to handle a demanding workload
- Willingness to undertake accompanied and unaccompanied international travel
- Good personal organisational skills;
- Able to work independently and remain focussed.
- Ability to deal with cultural differences of colleagues, customers and partners globally.

#### **NOTE**

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.

## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

(If the link does not work please cut and paste the following URL into your web browser [http://www.surveymonkey.com/s/CABI\\_Equal\\_Opportunities\\_Survey](http://www.surveymonkey.com/s/CABI_Equal_Opportunities_Survey))

The information in the survey will be treated as confidential and used for statistical purposes only, forming no part of the selection process. This information will be received separately from your application.

## SECONDMENT

This role may be filled on secondment from the corporate sector or from other large international development organisations. To discuss a secondment opportunity, please contact Neil MacIntosh, HR Director, at [n.macintosh@cabi.org](mailto:n.macintosh@cabi.org)

## HOW TO APPLY

To apply please send the following to [recruitment@cabi.org](mailto:recruitment@cabi.org) quoting Job reference 07/2017 and stating where you saw this advertisement:-

- 1) a covering letter describing in full how you meet the candidate profile, and to include details of your current remuneration;
- 2) a full curriculum vitae;
- 3) the name and contact details of three referees, one of which must be your current or most recent employer – referees will not be contacted without your prior permission.

**Please note closing date for receipt of applications is Friday 31<sup>st</sup> March (UK BST)**

