

Candidate Brief

Country Director, Switzerland

November 2014

CABI BACKGROUND

CABI (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 400 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.

Publishing

We produce key scientific publications, 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. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers 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.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

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

THE ROLE

Job title:	Country Director, Switzerland
HAY Grade:	Senior Management (SMG)
Reporting to:	Dr Ulrich Kuhlmann, Regional Director, Europe & The Americas
Salary:	Commensurate with skills and ability we offer a competitive package in the not-for-profit development sector and a salary of up to CHF140,000 per annum
Staff:	29
Budget:	CHF 4,750k
Key peer group:	International Development (ID), Publishing and Commercial senior management, ID Regional Directors and Global Directors.
Location:	Delémont, Switzerland

Purpose of the role

The purpose of the role is to lead the further growth and development of the Swiss centre by building upon and delivering goals, objectives and a business plan that will contribute to the overall achievement of CABI's mission. This will require the Country Director to operate as required at regional, thematic and project (research and development cooperation) levels to build the image and credibility of CABI, with member countries, funding bodies, partners and client communities.

Key Accountabilities

- to build upon existing goals and objectives in order to further develop a business plan and associated budget for the Swiss Centre and to develop a long term strategy to meet it;
- to develop strong and productive relationships with professional, corporate, government and non-government partners, funding agencies, regional and other bodies responsible for development cooperation and research in order to enhance local donor and project partnerships and to develop new business opportunities;
- to support across-Centre business development and operation, particularly within Europe, in order to strengthen CABI's portfolio and serve Member Country interests;
- to contribute to the development of CABI's global programmes and other CABI-wide strategic initiatives;
- to develop and oversee project activities across the Swiss Centre and ensure accountability for results and reports;
- to ensure the quality of the science conducted at and from the centre in collaboration with the Chief Scientist;

- to manage staff development within the Swiss Centre to meet current and future business needs and develop succession plans as necessary;
- to be an active member of the International Development Regional Directors Management Team (RDMT);
- to ensure adherence to CABI policies and procedures at the centre, including access to biodiversity, quarantine, HR and health and safety requirements, financial and project management procedures, and IPR procedures.

PERSON SPECIFICATION

The appointed candidate will be a senior business-oriented scientist with the vision and vigour to lead the development and growth of CABI in Switzerland. She/he will have a well-established background in the application of life sciences, and be capable of establishing immediate credibility and authority with our partners and funding agents, both public and private sector.

Qualifications and language skills

- PhD (or comparable relevant experience) in agriculture, biology or another appropriate scientific discipline;
- a respectable record of publications in international, peer-reviewed journals;
- a business qualification (eg MBA) would be an advantage;
- fluency in English essential, both written and spoken, plus ideally fluency in French or German.

Previous experience

- at least ten years' experience relevant to one or more of CABI's focus themes, with results and outputs to match;
- a successful track record in developing, costing, securing and managing externally-funded research, training and implementation projects;
- proven experience in senior management including the delivery of financial targets and budgets and the efficient and effective management of staff, including scientific staff;
- broad range of project management experience, to include operating on a regional scale across multiple projects;
- a successful track record of influencing partners and co-ordinating teams in a cross cultural and multi-disciplinary environment.

Personal characteristics

- a team player, with strong interpersonal and communication skills;
- strong influencing and networking skills - a natural ambassador;



- highly self-motivated and driven to achieve business results – entrepreneurial in approach;
- robust with the operational grip and capacity to handle a demanding workload, including considerable travel (mainly in the region);
- strong personal organisational and business skills.

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 completing 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.

HOW TO APPLY

To apply please send the following to recruitment@cabi.org quoting **Job Reference 59/2014** and stating where you saw this post advertised:

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 names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission

Please note the closing date for the receipt of applications is midnight GMT on 4 January 2015. Interviews will take place on 22-23 January and 29-30 January 2015 at the CABI Centre in Delémont, Switzerland. The post will commence on 1 July 2015.