

Candidate Brief

Project Development Officer

CABI – Rawalpindi, Pakistan

September 2013

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 350 staff based in 16 countries. We have offices in Brazil, China, 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 aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities.

www.plantwise.org

THE ROLE

| | |
|------------------------|--------------------------------------|
| Job title: | Project Development Officer |
| Salary: | Commensurate with skills and ability |
| Reporting to: | Project Development Director |
| Direct reports: | None |
| Location: | Rawalpindi, Pakistan |

Purpose of the role

CABI, in conjunction with our international donors and partners, implements and manages a wide range of initiatives around the world, ranging from research projects to rural development activities. The successful candidate will become part of the Project Development Group, supporting project development with a focus on Asia, helping CABI staff to articulate project ideas, develop logical frameworks and budgets, and ensuring that monitoring and evaluation, as well as gender perspectives, are fully addressed in all CABI projects.

Key Accountabilities

Project Development

- to work closely with CABI scientists in the preparation and collation of information for project proposals.
- to ensure that concept notes and bid documents conform to the requirements and priorities of donor organizations.
- to handle financial information competently and confidentially, including analysis and presentation of data in line with both donor requirements and with CABI's financial procedures.
- to finalize project documents for submission, in excellent English and presented in a clear, logical and winning style.
- to gather donor intelligence, explore new funding opportunities through regular monitoring of donor websites, and circulate this information to the appropriate contact points within International Development.
- to assist project scientists to develop logical frameworks and to plan and budget for project monitoring and evaluation.
- to ensure that gender perspectives are adequately represented in project proposals
- to assist scientists with preparation of internal quality assurance documents during the proposal process

PERSON SPECIFICATION

Qualifications

Required: A first degree and/or M.Sc. in agriculture, biological sciences, social sciences or development

Desirable: PhD or equivalent experience

Knowledge & skills

Required

- At least five years' post qualification experience
- Fluency in English, with first class written and oral communication skills.
- Broad understanding of the use of applied biological science in international development.
- Proven ability to rapidly evaluate complex information to ascertain its potential usefulness, and to produce a synthesis.
- Excellent numeracy skills.
- Understanding of gender issues and how to mainstream gender perspectives in projects
- Familiarity with the logical framework and other strategic planning approaches
- Good working knowledge of the MS Office suite of programs specifically Word, Excel, PowerPoint and Outlook.

Desirable

- Competence in at least one other major language
- Familiarity with MS SharePoint
- Full driving licence.

Previous experience

Required

- Proven experience of project development in an international development context.
- Broad range of experience of operating on a global scale on multiple projects and across borders and cultures.

Desirable

- Significant developing country experience in agricultural development and applied research, ideally working with a wide range of stakeholders including local communities, NGOs, government officials, other partners, researchers, etc;
- Resource management experience, covering the delivery of financial targets and budgets – ideally to have included experience working in a matrix management environment;
- Good knowledge of global and regional development issues in Asia including experience in research management.

Personal characteristics

Required

- Highly motivated, organized and adaptable, with strong inter-personal and communication skills.
- Comfortable working both independently or as part of a team.
- Able to work under pressure and deliver high quality products to tight deadlines, including occasional out-of-hours working.
- Trustworthy and capable of dealing with sensitive information in a discreet and confidential manner.
- Robust with the operational grip and capacity to handle a demanding workload, including considerable travel;

Desirable

- Ability to articulate scientific concepts effectively to technical experts and non-experts
- Strong influencing and networking skills - a natural ambassador

- Ability to work and interface at a senior level both internally and externally.
- Keen to mentor and develop staff;

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)

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.

HOW TO APPLY

To apply please send a covering letter detailing how you meet the candidate profile and a full CV, quoting **Job Reference 95/2013** and the names and contact details of at least three referees to recruitment@cabi.org. Please note your referees will not be contacted without your permission and please also state where you saw this advertisement.

Please note closing date for receipt of applications is Midnight GMT Monday 30th September 2013