JOB DESCRIPTION

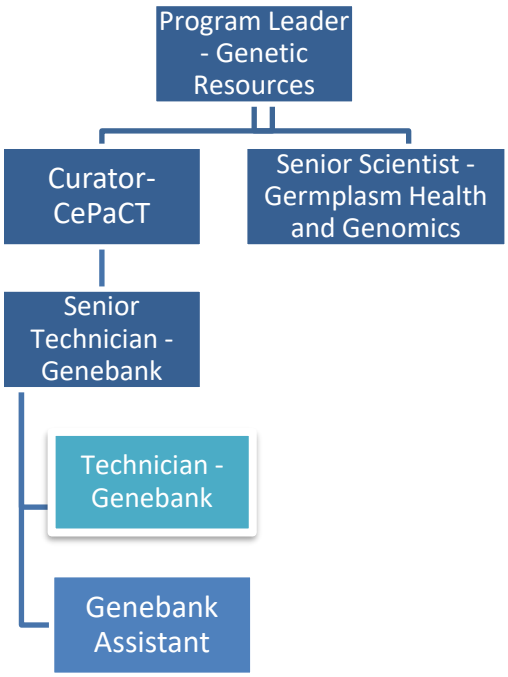
Job Title:	Technician – Genebank
Division/Programme and Section/Project (if any):	Land Resources Department/Genetic Resources Pillar/CePaCT
Location:	Suva
Reporting to:	Curator-CePaCT
Number of Direct Reports:	None
Purpose of Role:	Ensure crop and tree collections in the Centre for Pacific Crops and Trees (CePaCT) genebank are effectively conserved, characterised, documented and maintained, and available for distribution to regional and international requestors; and support priority research and technical activities that improve the conservation and sustainable use of plant genetic resources.
Date:	**October 2026**

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting sustainable development since 1947. It is an international development organization owned and governed by our 27 country and territory members. We work for the well-being of Pacific peoples through the effective and innovative applications of science and knowledge, guided by a deep understanding of Pacific Island context and cultures. (www.spc.int)

This position is in the **Land Resources Division (LRD)** which provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities.

LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology, and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them. This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals.



Key Result Areas (KRAs):

The key results areas of the position are categorized into the following key accountabilities:

- Effective and efficient conservation and distribution of CePaCT crop and tree collections.
- Support the implementation of research activities.
- Carry out routine laboratory operations.
- Program support and other duties.

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
KRA 1: Effective and efficient conservation and distribution of CePaCT crop and tree collections. (50%) • Carry out all relevant operations and procedures as per Standard Operating Procedures (SOPs) in place to ensure the efficient and effective establishment and maintenance (conservation) of CePaCT collections. • Carry out all relevant operations and procedures as per Standard Operating Procedures in place to ensure the efficient and effective distribution of CePaCT requested accessions. • Regular monitoring and mass propagation of germplasm distribution stocks to meet requests from partners and collaborators. • Undertake assigned germplasm characterisation and evaluation activities in accordance with established descriptors, protocols and standards.	• Ensure thorough understanding of and compliance with all relevant Standard Operating Procedures for genebank functions. • Correct culture mediums are utilized to perform appropriate subculturing. • Ensure all plant materials (germplasm) from collections are exposed to appropriate/ proper laboratory and/or screen house conditions (humidity, temperature etc..). • Maintain appropriate duplicate numbers of plant materials (seeds, tissue culture, cryo) in collections and ensure there are no losses of accessions in all collections. • Timely establishment of new accessions and regular monitoring until full registration in genebank collections. • Ensure accurate and regular data entry and record maintenance for allocated collections and newly acquired accessions; and, their timely submission when required by supervisors/managers.

	• Multiply selected accessions from CePaCT collections in accordance with the priority list (and upon request) and SOPs. • Provide timely and regular updates to the Curator (e-copies and hard copies) of the collection status. • Assist with field collection and/or preparation of plant materials for establishment in CePaCT collections. • Support the team in the development of new conservation and multiplication methodologies. • Routine issues encountered during tissue culture establishment and maintenance are identified and addressed using established procedures, with more complex technical issues referred to the Senior Technician or Curator. • Characterisation and evaluation activities are completed using established descriptors, protocols and standards, with observations, measurements and crop performance data accurately collected and recorded.
KRA 2: Support the implementation of research activities. (25%) • Support the implementation of approved research activities as assigned by Curator/Senior Technicians to improve CePaCT genebank operations, procedures and protocols.	• Assigned research activities are implemented accurately and within agreed timelines and approved methodologies. • Literature searches, material preparation, sampling, observations, measurements, data collection, compilation and routine analysis are completed as required. • Research data are accurate, complete and maintained in the required format. • Technical data and information are contributed to research reports and other research outputs as required. • Research activities and reporting are undertaken in accordance with applicable standards and procedures.
KRA 3: Carry out routine laboratory operations. (20%) • Ensure laboratory procedures are carried out in accordance with established procedures, hygiene and safety requirements.	• Maintain high laboratory housekeeping standards, including daily sanitization of facilities and equipment. • Participate constructively in detailed quality system activities, including audits and research. • Ensure proper maintenance of laboratory equipment. • Assist with routine checks for the safety of laboratory and office facilities • Submit accurate and timely weekly reports to the supervisor. • Maintain accurate and up-to-date equipment and chemical records and daily work logs. • Routine laboratory and equipment issues are identified and addressed in accordance with established procedures, with more complex

	issues referred to Senior Technician and/or Curator.
KRA 4: Program support & other duties. (5%) • Actively participate and contribute to administrative and operational activities of the CePaCT Genebank team.	• Provide backup support in the absence of other team members to ensure continuity of work operations. • Assist with chairing and taking minutes for internal staff meeting. • Assist with organizing and hosting external visits and meetings. • Assist with biosecurity clearance, sourcing laboratory orders and shipping CePaCT materials when required. • Undertake other duties as assigned by supervisors/manager.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Establishing and maintaining diverse crop and tree germplasm in tissue culture, recognising that different species and genotypes may respond differently to established culture conditions and procedures.
- Identifying and addressing routine contamination, culture establishment and collection maintenance issues using established procedures, and referring more complex technical issues to the Senior Technician or Curator.
- Maintaining the health and availability of assigned germplasm collections to minimise preventable accession loss and ensure material is available for conservation and distribution.
- Applying established descriptors, protocols and standards accurately when undertaking germplasm characterisation, evaluation and associated data collection
- Managing and reprioritising assigned workloads to meet conservation, research and germplasm distribution requirements and deadlines.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External • Member countries representatives and relevant stakeholders. • Local authorities.	• Routine correspondence and attending to queries related to projects. • Provide advice on sample requests procedures and requirements.
Internal • Department colleagues, team members and associated consultants.	• Team meetings collaborating and knowledge sharing and updates. • Work plans and activities. • Planning and coordination of work within the team.

Level of Delegation:

Routine Expenditure Budget: None

Budget Sign off Authority without requiring approval from direct supervisor: None.

Personal Specification:

Qualifications

Essential:	*Desirable:*
• A diploma in Biological Science (Biology, Biochemistry, Agriculture) and or relevant Laboratory qualification or an equivalent body of knowledge and experience.	• A bachelor's degree in Biological Science (Biology, Biochemistry, Agriculture) will be an advantage.

Knowledge/Experience

Essential:	*Desirable:*
• A minimum of 4 years of relevant experience. • Knowledge and skills on tissue culture technology and laboratory procedures. • Sound knowledge and experience on the propagation methods for selected samples, pets, diseases, etc. • Working knowledge of laboratory data analysis software. • Self-motivated, disciplined, and able to work effectively (individually and within a team environment). • Excellent time management, communication, and organizational skills. • Good attention to detail and excellent computer skills. • Ability to identify routine technical problems and apply appropriate solutions within established procedures. • Willingness to work outside of normal working hours to meet deadlines with good ability to handle workloads when required.	• Knowledge and understanding on genetic diversity of relevant samples and species and their contribution to food and nutritional security.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	• Analytical thinking, delivery of quality technical outputs, practical application of established methodologies, protocols and frameworks, routine data analysis, and contribution of technical information to reports and research outputs.
Advanced Level	• Ability to communicate effectively, deliver a high level of customer service, and collaborate effectively within teams.
Working Knowledge	• Ability to plan and prioritise assigned activities, apply appropriate judgement, resolve routine technical problems within established procedures, deliver quality outputs, and recognise when higher-level technical input is required.
Awareness	• SPC Regulations and Policies.

	• Display resilience, act with integrity, manage self effectively, take accountability for own work, and value and support diversity.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service.

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment which may also include technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.