# JOB DESCRIPTION

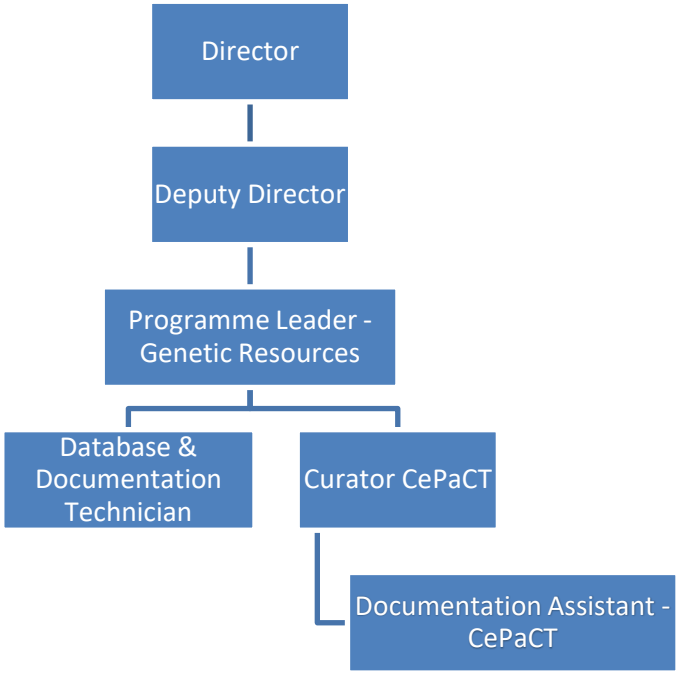
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| **Job Title:** | Documentation Assistant - CePaCT |
| **Division/Programme:** | Land Resources Division / Genetic Resources Programme/Centre for Pacific Crops and Trees (CePaCT) |
| **Location**: | Suva, Fiji |
| **Reporting to:** | Curator, CePaCT |
| **Number of Direct Reports:** | 0 |
| **Purpose of Role**: | The Documentation Assistant - CePaCT will provide routine documentation, data-entry and records support for CePaCT. The purpose of the role is to strengthen the genebank's day-to-day documentation and data-entry capacity. The position will enter information only from validated source records, digitise files and documents, prepare routine records and labels, and check information for completeness. The position reports to the Curator, CePaCT, and will work closely with the Documentation & Database Technician for technical guidance on approved GGCE, database, data-standard and documentation procedures. Technical and scientific staff remain responsible for validating the source information they generate. The role does not independently validate scientific data, design or administer databases, set data standards, publish data to PacGRIS/Genesys, or manage information systems. |
| **Date:** | September 2026 |

## Organisational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting sustainable development since 1947. It is an international development organisation owned and governed by our 27 countries and territories. 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 the Pacific Island context and cultures. www.spc.int

The core purpose of the **Land Resources Division (LRD)** is to support member countries with science, innovation and advisory services in agriculture and forestry. The Division drives innovation and evidence-based approaches in PICTs. By leveraging scientific and technical expertise, public goods (such as genetic resources) and regional technical networks, LRD aims to build a more sustainable and resilient future for agriculture and forestry. The Division's work covers five thematic areas directly linked to SPC's key focus areas. They are climate change and resilience, regenerative agriculture and forestry, food and nutrition security, healthy ecosystems and institutional effectiveness. All thematic areas are interconnected and aim to deliver science and innovation in a comprehensive manner, as well as advisory services that contribute to the attainment of the objectives laid out in the Division's business plan 2025 - 2031. (lrd.spc.int/).

CePaCT is SPC's regional genebank and generates operational, scientific and regulatory information that must be accurately captured, organised and retrievable. The Documentation Assistant - CePaCT provides routine processing capacity for CePaCT's documentation, data-entry and records-management requirements. The role complements, but does not duplicate, the broader Documentation and Database Technician function.




## Key Result Areas (KRAs):

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

- Routine CePaCT Data Entry and Records Maintenance
- Documentation Digitisation, Filing and Records Support
- CePaCT Operational Documentation, Barcode and Inventory Support
- Documentation Quality, QMS and User Support

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

| **Jobholder is accountable for** | ***Jobholder is successful when*** |
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| **KRA 1: Routine CePaCT Data Entry and Records Maintenance (60%)**<br>• Enter or update routine records in GGCE and other approved systems from validated source records supplied by responsible staff.<br>• Process assigned records arising from acquisition, conservation, regeneration, characterisation/evaluation, health testing or diagnostics, inventory, distribution, safety duplication and other approved CePaCT activities.<br>• Enter legacy or backlog records using approved naming, coding and data-entry procedures.<br>• Carry out routine checks for completeness, obvious duplicate entries and missing fields; refer unclear or conflicting information to the technical staff responsible or Documentation & Database Technician. | • Assigned records are entered accurately and within agreed timeframes.<br>• Data entered in approved systems match the validated source records provided.<br>• Missing or conflicting information is referred promptly rather than guessed or independently altered.<br>• Backlog and legacy data-entry targets are progressively completed.<br>• Routine records are retrievable and confidential information remains secure. |

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| • Retrieve routine records and prepare simple lists, extracts or status summaries when requested.<br>• Record authorised amendments in accordance with approved procedures and maintain confidentiality and access controls. | |
| **KRA 2: Documentation Digitisation, Filing and Records Support (20%)**<br>• Scan and digitise approved paper records and save them in the correct electronic location.<br>• Apply approved file names, folder structures and document-control conventions.<br>• Link or file supporting documents with the relevant activity or record where required.<br>• Maintain orderly physical and electronic records and retrieve documents when requested.<br>• Use current controlled forms and templates and refer obsolete or conflicting versions for correction.<br>• Assist with routine preparation and collation of documentation required for internal reporting, reviews or audits. | • Assigned documents are digitised, correctly named, securely filed and readily retrievable.<br>• Electronic and physical filing follows approved record management procedures.<br>• Current forms and templates are used, and obsolete copies are identified and referred.<br>• Supporting documents are linked or filed consistently with the relevant records. |
| **KRA 3: CePaCT Operational Documentation, Barcode and Inventory Support (10%)**<br>• Prepare and print barcode labels from approved accession or inventory identifiers using established procedures.<br>• Carry out routine readability and identifier checks before labels are issued or applied.<br>• Support stock takes and inventory reconciliation by comparing approved lists or system records with information supplied by responsible technical staff.<br>• Assist with routine documentation for acquisition, conservation, distribution and other CePaCT workflows when assigned.<br>• Record and refer barcode, identifier or inventory discrepancies for resolution; avoid independently changing accession identities or technical inventory decisions. | • Assigned barcode labels are prepared accurately and according to approved procedures.<br>• Inventory and identifier discrepancies are recorded and referred promptly.<br>• Routine CePaCT documentation is updated after confirmation by the technical staff responsible.<br>• Operational records are complete and available to support traceability. |
| **KRA 4: Documentation Quality, QMS and User Support (10%)**<br>• Follow approved SOPs and work instructions for data entry, document control, confidentiality and record security.<br>• Assist with routine documentation checks, file retrieval and preparation of records for internal reviews or audits.<br>• Direct staff to current approved forms and routine documentation procedures and refer technical or procedural queries to the appropriate responsible staff.<br>• Participate in training on GGCE, documentation procedures, data standards and relevant CePaCT workflows. | • Routine documentation work complies with approved SOPs and QMS requirements.<br>• Records requested for review or audit are complete, organised and retrievable.<br>• Staff are directed to current forms and approved procedures.<br>• Documentation issues are recorded and escalated through the appropriate technical or management channel.<br>• |

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| • Refer database, system, standards or publication issues to the Documentation and Database Technician or other responsible staff.<br>• Record outstanding documentation issues and hand them over to the appropriate staff member for follow-up.<br>• Carry out other routine documentation duties consistent with the purpose and level of the position. | |

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):

- Maintaining accuracy when entering a high volume of records generated across different CePaCT activities.
- Recognising when source records are incomplete or inconsistent and referring them to the correct technical staff without making unauthorised technical changes.
- Maintaining orderly, traceable and confidential documentation across multiple operational workflows and systems.
- Maintaining accuracy while completing assigned documentation priorities within agreed timeframes.

## Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| External<br>• Visitors and collaborators, when required | • Routine assistance with approved records or documentation under direction of responsible staff. |
| Internal<br>• Programme Leader - Genetic Resources<br>• Curator, CePaCT<br>• Documentation & Database Technician<br>• CePaCT scientists, technicians and assistants<br>• Relevant LRD / ICT staff when required | • Receives formal line-management direction and immediate CePaCT work priorities from the Curator.<br>• Supports CePaCT documentation priorities as agreed through the workplan and the Curator.<br>• Works closely with the Documentation & Database Technician for guidance on applying approved GGCE data-entry conventions, barcoding and documentation procedures; this is a technical relationship and not a formal supervisory line.<br>• Receives validated source records and clarifications from responsible technical staff.<br>• Refers system administration, data-standard, PacGRIS/Genesys publication and other higher-level information-management matters to the Documentation & Database Technician or relevant responsible staff. |

## Level of Delegation:

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

## Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

| ***Essential:*** | ***Desirable:*** |
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| • A diploma in library and information services, administration or a related field, or an equivalent body of knowledge and experience. | • Any graduate diploma in library and information services, administration or library cataloguing. |

### Knowledge/Experience

| ***Essential:*** | ***Desirable:*** |
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| • At least 1 year of relevant experience in data entry, records, administration or information support.<br>• Good computer literacy, particularly Microsoft Excel, Word and routine electronic records systems.<br>• Accurate keyboard and data-entry skills with strong attention to detail.<br>• Ability to follow written procedures, maintain confidentiality and work within delegated authority.<br>• Good organisation, communication and teamwork skills.<br>• Ability to identify missing or inconsistent information and refer it appropriately. | • Experience in a genebank, laboratory, agriculture, research or scientific programme environment.<br>• Experience using GGCE or another database/records-management system.<br>• Experience with barcode labels, document scanning or digital filing.<br>• Basic awareness of plant genetic resources documentation and traceability requirements. |

### Key Skills/Attributes/Job Specific Competencies

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

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| Expert level | • Ability to apply practical skills and acquired knowledge to well-defined documentation and data-entry activities using approved procedures, with appropriate judgement on when to refer issues. |
| Advanced level | • Ability to communicate effectively with team members, provide reliable internal service and collaborate across CePaCT work areas. |
| Working knowledge | • Participate in team activities, organise assigned tasks, follow agreed priorities and escalate issues that fall outside delegated authority. |
| Awareness | • SPC Regulations and Policies<br>• Display resilience, act with integrity, manage self, maintain confidentiality and demonstrate consistent attention to detail. |

**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 – including 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.