



Candidate Brief

Plantwise Regional Coordinator
Africa
CABI Nairobi, Kenya

October 2015



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 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



THE ROLE

Job title:	Plantwise Regional Coordinator for Africa
Salary range:	Negotiable, but commensurate with skills abilities and experience
Grade:	To be confirmed
Reporting to:	Regional Director, CABI Africa (with a functional line management by the Plantwise Global Director, Plant Health Systems Development)
Direct reports:	Plantwise Assistant Regional Coordinator (Africa), CABI Country Coordinators, Plantwise Knowledge Bank Coordinator, East Africa
Key peer group:	Regional Team Leaders (Kenya and Ghana); Plantwise Programme Board (particularly Programme Executive, Plantwise Global Directors, other Plantwise Regional Coordinators (Asia and Americas)); Regional M&E staff (Kenya); European resource staff (UK and Switzerland); Finance staff (Kenya and Head Office)
Location:	Nairobi, Kenya

Purpose of the role

The Plantwise Regional Coordinator for Africa will manage the implementation of activities in several countries in the region according to Plantwise programme-level policies, budgets and other relevant standards. He or she will supervise and support the CABI Country Coordinators, on a day-to-day basis. He or she will be a member of the Plantwise Programme Board, representing the Plantwise team based in Africa. Furthermore, the Plantwise Regional Coordinator for Africa will facilitate collaboration between the CABI regional team in Africa and supporting staff from other regions as well as maintain strong partnerships at national and regional levels.

Key Accountabilities

- Serve as a permanent member of the Plantwise Programme Board, providing regular updates on Plantwise implementation in Africa and contributing to the development of key programme documents (e.g., strategies, policies, reports, proposals)
- Develop strategic partnerships with key organisations in the region to embed Plantwise activities in national policies and agricultural development plans
- Work closely with the Plantwise Global Director for Plant Health Systems Development in order to facilitate planning of annual activities and budgets; ensure strong stakeholder linkages and plant clinic operations as well as timely delivery of required reports and other outputs
- Support CABI Country Coordinators to ensure that in-country partnerships are established and maintained and guide them in setting annual budgets, work plans and targets with national partners
- Monitor activities against budgets and thereby contribute to ensuring that country-specific activities and spending are on track according to CABI's finance procedures, and work with the relevant Regional Team Leader to take corrective action on any emerging issues that do not conform to CABI policies and requirements
- Support regional and central Finance teams in financial reporting according to internal and external (e.g., donor) requirements
- Work closely with the Plantwise Monitoring and Evaluation (M&E) team in order to embed systematic M&E activities within the duties of CABI Country Coordinators and national partners,



and support learning and sharing of experiences among regional CABI staff as well as among countries

- Work closely with the Plantwise Knowledge Bank team in order to raise awareness and build partnerships with potential knowledge bank users and content providers
- Ensure CABI Country Coordinators and national partners regularly update administrative information and plant clinic data in the Plantwise Online Management System (POMS) and to demonstrate the value of the data in POMS
- Support the Director of Strategic Partnerships and Regional Team Leaders in Plantwise business development activities in Africa, such as through representing the Plantwise programme at national, regional and global fora
- Work with the Plantwise Communication Manager to ensure stories and content from Plantwise in Africa are effectively communicated through various channels and media to local and international audiences
- Ensure adherence to CABI policies and procedures, including access to biodiversity, quarantine, human resource (HR) and health and safety requirements, financial and project management procedures, and intellectual property rights (IPR) procedures.



CANDIDATE PROFILE

Knowledge & Skills

- Broad knowledge of plant health issues, especially pests (insects, pathogens, weeds, etc.)
- Knowledge of a range of extension approaches and methods
- Skills in facilitation and brokering of partnerships
- Understanding of participatory approaches and communication for development in the context of smallholder agriculture
- Fluent in English (knowledge of some French will be an advantage)
- Excellent verbal and written communication skills
- Excellent IT skills
- Project management skills

Education & Qualifications

- First degree in agricultural sciences
- Post Graduate degree (MSc. or PhD) in a discipline relevant to agriculture/agricultural development

Personality Characteristics

- Ability to build, inspire and lead teams
- Capacity to build effective relationships with senior internal and external programme stakeholders
- Self-motivated, adaptable, and well organised
- Able to work in a multi-cultural environment

Experience

- Demonstrable and significant experience of agricultural development in Africa, with a focus on extension
- Experience of working with multiple and diverse stakeholders in agriculture to bring about institutional change
- Demonstrable experience of project management, including planning and budgeting
- Work experience in different parts of the continent would be an advantage

Special Circumstances

- Willingness to travel frequently
- Varied work hours, depending on programme requirements, with unsocial hours common during busy periods.

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 the following to recruitment@cabi.org quoting job reference 74/2015 and stating where you saw this post advertised;

- 1) A detailed covering letter describing 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 closing date for receipt of applications is midnight GMT Friday 20 November 2015

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