


Job Title			Job Description No.
PLANT PATHOLOGIST			
Department		Location	
STANDARD, POLICY & COMPLIANCE		HEAD OFFICE	
Reports to		Immediate Subordinates	
MANAGER STANDARDS, POLICY & COMPLIANCE		1. Asst Plant Pathologist 2. Lab Technician	
Total Number of Staff under Job Holder			
Internal Contacts		External Contacts	
1. Management 2. All Departments		1. International Bodies 2. Trading Countries 3. SPC 4. Research Institutions 5. Government Ministries 6. Stakeholders 7. Importers 8. Exporters	
Primary Objects			
	A. Manage all Plant Pathological activities of BAF B. Conduct desktop research on pest/ disease status and risks on commodities that are intended to be imported to Fiji C. Develop scientific and sound recording systems D. Formulation of laboratory standards and protocols		
Primary Job Elements			
	<p>A. Import Risks Analysis</p> <ul style="list-style-type: none"> • Desktop research on Literature review and meetings with respective parties or personnel's who would scientifically provide assistance for current IRA activities • Meeting with IPPOs to discuss Phytosanitary measures • Inform and advise Manager Standards and CEO on IRA and PRA progress • Desktop research on BAF pest/ disease List Database • Contact overseas counterparts for identification of exotic pests/ diseases • Contact and liaise with local expertise for identification of diseases, e.g.: <i>Fusarium</i> sp., <i>Phytophthora</i> sp., etc. • Literature reviews and desktop research on pest/ diseases diagnosis reports and publications • Liaise and discuss with Standards team on pending and progress of IRA work <p>B. Standards and Protocols</p> <ul style="list-style-type: none"> • Develop scientific and sound recording systems. • Formulate standards on laboratory standards and protocols. • Formulated pest/ disease identification guides with pest/ disease Identification (ID) team. • Provide procedures and protocols for field survey activities. • Meeting with stakeholders and interested importers to discuss procedures and import conditions of plant and plant products. • Summarize procedures and protocols for field survey activities. • Visit import facilities to ensure that it is SPS compliant. • Work on disease ERP SOP's, lab protocols and surveillance SOP in relation to IPPC standards. • Work on SOPs to ensure that they are IPPC or WTO compliance. • Liaise with Operations Team on matters regarding import conditions to be scientifically based. • Reviewing of import conditions on commodities that require reviews in its import conditions based on pests/ diseases outbreaks. 		

C. Laboratory

- Gather ID progress and results from plant pathology team (pest ID team) in other BAF stations.
- Compile lab needs and equipments for purchasing and installation.
- Laboratory visits to verify achievements, progress and shortfalls.
- Compile results of desktop research on pest/ disease status and risks on commodities that are intended to be imported to Fiji.
- Assist in ID of intercepted disease specimens.

D. Administrative

- Review business plan set for the year and assess achievements and shortfalls.
- Draw yearly business plant pathological plan.
- Compile and review all reports related to plant pathology and report to MSPC.
- Liaise with BAF surveillance team on progress, development and improvements on pests/ disease of concerns in Fiji.
- Work with the Operations team and analyze report from awareness and surveillance team on pests/ diseases interceptions.
- Map and draw action plans on improvements for the coming month.
- Compile results and report for the month's findings on pest list data base (PLD).
- Compile report for number of meetings and issues raised for the month from stakeholders.
- Compile report on new import conditions made for the month.
- Review of achievements as per business plan and maneuver activities to fulfill the targets as set in the yearly business plan.
- Conduct necessary in-house training on laboratory techniques.
- Organise, plan and prepare teaching materials and training contents for quarterly in-house pests/ diseases ID training.
- Action plans the meeting outcomes with stakeholders and interested importers to discuss procedures and import conditions of plant and plant products.
- Discuss outcomes of IPPOs to Phytosanitary measures needed to be auctioned.
- Conduct appropriate trainings as and when the need arises.

Secondary Job Elements

1. Undertake any other duties assigned by the Manager Standards, Policies & Compliance and CEO/ Executive Chairman
2. Coordinate /undertake special projects as required from time to time

Preferred Qualifications/Experience

Educational Qualification

- Must possess a Doctorate in Plant Pathology.
- A Doctorate in Plant Pathology and tertiary qualification in Business and/or Management is an added advantage.

Experience

- Experience and knowledge in the identification of potential risks and issues
- An ability to think "outside the box" and develop innovative solutions to complex problems
- Demonstrated experience in working with people at all levels of an organisation and internal and external stakeholders
- A satisfactory understanding of the budget and expenditure procedures. Including preparing a budget and monitoring progress against that budget
- Demonstrated experience in program planning and management; including the management and support of staff; able to implement policies and strategies effectively
- Maintains up to date knowledge and skills of the relevant technical areas; explains technical information accurately and clearly to non-technical people
- Demonstrates an ability to manage complex tasks in area of expertise; shows high level of technical/professional competence;
- Demonstrates a flexible approach to unplanned events whilst maintaining focus on priorities; produces quality, innovative work without constant supervision; recognizes and deals with opportunities to deal with potential problems; and have the ability to think holistically and strategically.

Skills

- Good management skills; exceptional analytical skills; rationale decision-making; adequate level of maturity; strong interpersonal skills;

- Well-developed skills in interpersonal communication and networking
- scientific analysis and report writing;
- Good interpersonal and communication skills
- Proficient in computer applications
- Good verbal and written communication skills