Re-Advert - Senior Programme Documentation and Information - SADC Plant Genetic Resource Centre **(SPGRC) (Lusaka, Zambia) – Job Grade 5**

Purpose of the job:

- Plan, develop, install and coordinate a documentation system for PGR in SADC, and publicise SPGRC network

Duties and Responsibilities:

Installation and updating hard- and software

- Purchase and installation of hard- and software
- Maintenance and upgrading of LAN
- Ensuring an all-time availability of Internet access
- Developing, testing and installing in-house developed applications

Develop, install and maintain documentation system (SDIS) and databases

- Develop, test and install of SDIS database at SPGRC and in Member State
- Training users of developed databases and information systems.
- Development of new databases required by SPGRC network users such as web-based databases that include such important features like GIS, strict anti-virus features, etc.
- Ensure that newly developed data bases and information systems are fully adopted by Member States.
- Support the Ex Situ and In Situ Conservation units to adopt newly developed data bases and information systems and ensure that they are constantly trained on the use of such systems.

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Coordination and support documentation activities in SPGRC network

- Carryout technical backstopping missions to NPGRCs
- Organise, update and manage SPGRC library
- Supervision of cataloguing and classification of newly acquired publications
- Purchase of books, manuals and subscription of periodicals
- Acquisition and maintenance of electronic library management software

Publicise activities of the SPGRC network

- Designing, typesetting and editing annual report, newsletters, and other SPGRC network publications
- Organise and participate in annual agricultural shows
- Revising and reproducing promotional materials

Other

- Continually upgrade own knowledge in the specific work area
- Supervise the work of team falling under the senior officer
- Carryout any other task assigned by the Head of SPGRC.
- Ensure SPGRC data is backed up in real time on site and off site
- Monitor and supervise ICT related contracts at SPGRC
- Procure all ICT related equipment for SPGRC
- Oversee repairs, maintenance and installation of ICT equipment at SPGRC.

Position Requirements

Qualifications

- At least a Master's Degree in Agriculture or Plant Sciences with bias towards or knowledge of information systems and data management from a recognized institution.

Specialised Knowledge

- Experience and knowledge in computerised information management that include database development and management, office management software and GIS
- Good understanding of PGR management
- Proficient in the use of computers and computer software relevant to the position

Experience

- At least 10 years' relevant experience

Skills Requirements

- Communication and presentation skills
- Decision-making skills
- Interpersonal skills
- Supervisory skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to work well, present and win support for ideas in an international, multi-cultural and highly political environment
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Thinks and acts strategically