

Job Specification

Job Title	Laboratory Supervisor
Category	Permanent Position
Division	AgriZone
Reporting To	Senior Manager: Tissue Culture Laboratory
Job Level	Paterson Grade C2
Job Purpose Statement	To manage a team of Plant Propagators to implement production schedule in the Laboratory according to Standard Operation Procedures (SOPs), oversee record keeping, time management and quality control.
Key Performance Areas	<p>Production scheduling, planning and management</p> <ul style="list-style-type: none"> ● Schedule production and operational activities according to orders and other requirements ● Forward planning and resource requirement analysis ● Delegate duties and supervise production team
	<p>Resource Management</p> <ul style="list-style-type: none"> ● Maintain tools and equipment ● Procurement of tools, equipment and consumables required for daily operations ● Inventory control ● Manage consumables contract
	<p>Management of service providers contracts</p> <ul style="list-style-type: none"> ● Manage the services of service providers who are procured from time to time to ensure that goods and services procured are received as required and invoiced at agreed upon rates.
	<p>Maintain laboratory environment</p> <ul style="list-style-type: none"> ● Maintain climate ● Maintain optimum nutrition and media requirements ● Maintain pest free status ● Maintain strict hygienic environment ● Maintain efficient production environment
	<p>Record Keeping and Reporting</p> <ul style="list-style-type: none"> ● Oversee detailed production record keeping ● Production data analysis

**Qualifications,
Experience,
Knowledge,
Skills and
Competencies
Required**

	<ul style="list-style-type: none"> ● Interpret data for monthly and quarterly reporting
Quality Control and Compliance	<ul style="list-style-type: none"> ● Supervise laboratory processes and staff according to Standard Operating Procedures (SOPs) ● Review and recommend improvements on quality control processes, while enabling maximum production efficiency ● Ensure that all processes as relating to laboratory operations is compliant with ISO 9001 and ISO 14001
Supervision of staff	<ul style="list-style-type: none"> ● Supervise and motivate staff to achieve maximum performance by training, mentoring & skills development ● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously ● Plan for and manage recruitment needs for the department ● Ensures that the working environment contributes to improving staff morale and increasing productivity ● Conduct monthly staff meetings in order to address problems and resolve associated issues ● Train staff on the Standard Operating Procedures that serve to guide their approach to work ● Provides leadership that demonstrates the values of DTPC
	<ul style="list-style-type: none"> ● Minimum of a Diploma in Biotechnology, horticulture, operations management, or similar field ● 3 Years experience in supervising / managing staff in a laboratory production environment ● Experience in a commercial plant tissue culture environment, would be preferable ● Experience in food hygiene production environment or microbiological laboratory, would also be considered ● Computer literacy, especially Excel or other Database software ● Good understanding of hygiene as pertains to a cleanroom environment ● Comprehension of plant growth requirements ● Knowledge of weight and volumetric measurements ● Mathematical literacy, including ratios, dilutions, extrapolations

	<ul style="list-style-type: none"> ● Operational management skills ● Excellent supervisory skills ● Planning and co-ordinating skills ● Good communication skills ● Analytical and attention to detail ● Team player ● Professional excellence
Opening Date	25 August 2019
Closing Date	8 September 2019
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; and ● Verification Checks.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R340,914 – R477,254 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>Non-guaranteed performance bonus.</p> <p>20 Working days leave per annum.</p>
Application Forwarding Details	HR@dubetradeport.co.za