

# Job Specification

<b>Job Title</b>	<b>Senior Manager: Tissue Culture Laboratory</b>
<b>Category</b>	Permanent Position
<b>Division</b>	AgriZone
<b>Reporting To</b>	Executive: AgriZone and Cargo Development
<b>Job Level</b>	Paterson Grade D4
<b>Job Purpose Statement</b>	To manage the Tissue Culture facility operations ensuring that plant cultures are produced on a commercial basis according to good operating techniques and protocols for the various tissue cultures in order to achieve strategic objectives of the AgriZone.
<b>Key Performance Areas</b>	<p><b>Establish &amp; ensure sufficient resource and resource management for the Tissue Culture facility</b></p> <ul style="list-style-type: none"> <li>● Manage day-to-day operations of the Tissue Culture facility</li> <li>● Develop &amp; update business plan for the facility</li> <li>● Issue communication to suppliers and customers where necessary</li> <li>● Monitor &amp; manage resource use by Tissue culture facility – water, electricity , etc.</li> <li>● Develop &amp; update procurement plans for the facility</li> <li>● Manage Tissue culture inventory</li> <li>● Ensure laboratory is always appropriately stocked and has the necessary resources for good operations i.e. chemicals, consumables, stock solutions; culture media recipes, etc.</li> </ul> <p><b>Develop and manage maintenance and operational framework</b></p> <ul style="list-style-type: none"> <li>● Develop Operational Manuals on sterile techniques and operations i.e. protocols for specific cultures including initiation, disease and virus elimination, tissue culture / cutting techniques, medium and culture requirements</li> <li>● Develop production and delivery schedules for various customers</li> <li>● Develop proper access control procedures for the lab</li> <li>● Ensure operations are continuously done in the most cost-effective manner</li> <li>● Develop and co-ordinate maintenance work at the facility with DTPC's maintenance staff Ensure rules and regulations and procedures are</li> </ul>

	<p>implemented and ensure that all DTPC policies in terms of procurement, petty cash, inventory etc. are being adhered to</p> <ul style="list-style-type: none"> <li>● Produce costs and pricing schedules as required by prospective clients</li> </ul>
<b>New business development &amp; improvements</b>	<ul style="list-style-type: none"> <li>● Conduct research and collaborate with other stakeholders for new products or improving existing products</li> <li>● Specify and monitor development of facilities or infrastructure for the Tissue culture business (e.g. equipment, greenhouse, etc.)</li> <li>● Actively seek new business development for the facility through working with the various sub sectors</li> <li>● Develop partnerships and pursue collaboration opportunities with tertiary institutions, research institutes and other organizations</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>● Produce monthly financial reports</li> <li>● Produce Quarterly performance reports</li> <li>● Report monthly on stock list</li> <li>● Report monthly on resource usage</li> <li>● Report on expenditure per month / quarter</li> </ul>
<b>Regulatory Compliance</b>	<ul style="list-style-type: none"> <li>● Ensure that the Tissue Culture facility complies with the Operational Environmental Management plan and other environmental regulations</li> <li>● Ensure that the Tissue Culture Facility complies with relevant legislation in areas of Health &amp; Safety</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>● Monitor quality of deliverables by contractors</li> <li>● Assist in selecting and evaluating suppliers where necessary</li> <li>● Report on contracts and performance when required</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>● Manage and motivate staff to achieve maximum performance by training, mentoring &amp; skills development</li> <li>● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously</li> <li>● Plan for and manage all recruitment needs for the Marketing Department</li> <li>● Ensures that the working environment contributes to improving staff morale and increasing productivity</li> </ul>

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

- Provides leadership that demonstrates the values of DTPC

- Minimum of Bachelors Degree in Horticulture / Agriculture / Bio Technology fields, or similar
- Minimum of 5 years management experience in agriculture sector in a tissue culture operation
- Knowledge of agribusiness, in particular tissue culture operations – production methods and business environment
- Excellent planning skills
- Leadership abilities
- Analytical & problem solving skills
- Team player
- Networking and business development skills
- Honest & disciplined
- Creative and innovative
- Excellent verbal and written communication
- Assertiveness
- Professional excellence
- Self motivated

**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**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers' License; and

**Remuneration  
and Benefits**

● Positive verification of current remuneration package.

R912,235 – R1,368,351 Annual Package on a total cost to company basis.

Cellphone allowance of R1,050 per month.

Non-guaranteed performance bonus.

25 Working days leave per annum.

**Application  
Forwarding  
Details**

[HR@ dubetradeport.co.za](mailto:HR@dubetradeport.co.za)