Join CIMMYT and make a difference!

Field Technician – Maize Seed Inventory Management (Ref. No.2024006)

About our organization:
The International Maize and Wheat Improvement Center (CIMMYT) is a cutting edge, non-profit, international organization dedicated to solving tomorrow’s problems today. It is entrusted with fostering improved quantity, quality, and dependability of production systems and basic cereals such as maize, wheat, triticale, sorghum, millets, and associated crops through applied agricultural science, particularly in the Global South, through building strong partnerships. This combination enhances the livelihood trajectories and resilience of millions of resource-poor farmers, while working towards a more productive, inclusive, and resilient agrifood system within planetary boundaries.

CIMMYT is a core CGIAR Research Center, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security and improving natural resources. The CIMMYT Regional office for Africa is located at the World Agroforestry Centre (ICRAF) at Gigiri, Nairobi, with country offices in Ethiopia, Senegal, and Zimbabwe. In Kenya, CIMMYT is hosted by World Agroforestry (ICRAF), that is headquartered on United Nations Avenue, Nairobi.

We invite you to learn more about CIMMYT and World Agroforestry by accessing our web sites: www.cimmyt.org and www.worldagroforestry.org

CIMMYT is looking for a:

Field Technician- Maize Seed Inventory Management

CIMMYT is seeking a dynamic, and self-motivated professional for managing maize seed inventory under the CIMMYT Global Maize Program, at the Kiboko Research Station, and seed movement (shipment) internally and externally to relevant partners. The role is critical in ensuring the proper handling, maintenance, and tracking of seed inventory in accordance with Standard Operation Procedures (SOPs) and work instructions (WIs). The primary responsibilities of this role include.

Summary of responsibilities

1. Compliance.
   - Ensure adoption and adherence to Standard Operation Procedures (SOPs) and work instructions (WIs) pertaining to maize seed inventory management, seed quality maintenance, and seed shipments.

2. Receipts and Inventory Management.
   - Properly maintain maize seed receipts and manage inventory to ensure accuracy and traceability.

3. Seed Storage and Maintenance.
   - Ensure appropriate storage, maintenance, treatment, and handling of maize seeds to preserve seed quality.
4. **Record Keeping and Communication.**
   - Maintain and communicate accurate records to concerned CIMMYT maize program scientists regarding seed availability, germination, cold storage occupation, and related information.

5. **Facility Maintenance.**
   - Ensure proper maintenance of facilities, with special attention to cold storage facilities, to meet the required standards.

6. **Equipment Management.**
   - Manage and maintain equipment related to maize seed preparation and inventory management.

7. **Record Tracking and Maintenance.**
   - Track and maintain records related to maize seed movement in and out of the Kiboko station, updating information dynamically in the seed inventory system.

8. **Operational Support and Improvement.**
   - Support continuous improvement initiatives to enhance operations at the Kiboko station, fostering a culture of collaboration and efficiency.

9. **Budget Development and Support.**
   - Assist the Kiboko Research Station Manager in developing operational (OPEX) and capital (CAPEX) budgets, considering maize seed inventory demand and related requirements.

**Requirements**
- Bachelors’ degree in agricultural engineering or agronomy or crop biology, or related field with a minimum of three years of relevant experience.
- In-depth understanding of principles of seed storage and inventory management. Experience of working on maize seed is desirable, although not essential.

**Personal attributes and competencies**
- Good knowledge of Quality Management systems (ISO).
- Good knowledge of facilities management, especially cold storage.
- Good reporting and communication skills (in English), both written and oral.
- Team player with strong interpersonal communication skills, and ability to work in a multicultural environment.

**Terms and conditions**
- This is a Locally Recruited Staff (LRS) position and on competitive remuneration in local currency, commensurate with skills and experience.
- The appointment will be for a period of two (2) years, inclusive of a six-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Kiboko, Makueni County, Kenya.

**Application process**
Go to [http://worldagroforestry.org/working-for-icraf/vacancies](http://worldagroforestry.org/working-for-icraf/vacancies)
• The application deadline is **01 March 2024**.
• CV and Cover Letter should be in PDF and labelled with the applicants First and Second Names.
• We will acknowledge all applications but will only contact short-listed candidates.

_CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence._