Join CIMMYT and make a difference!
Research Assistant Maize Seed Systems (Ref. No. 202333)

About our organization:
The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT® (www.cimmyt.org), is a not-for-profit research and training organization with partners in over 100 countries, and through offices in Africa, Asia and Latin America. Through strong science and effective partnerships, we create, share, and use knowledge and agricultural technologies to increase food security, improve the productivity and profitability of farming systems, and sustain natural resources in developing countries. We participate in an extensive global network of people and organizations who share similar research and development goals, including the public and private sector, non-governmental and civil society organizations, farmers, and the development assistance community. CIMMYT is hosted by World Agroforestry (ICRAF), a member of the CGIAR that is headquartered on United Nations Avenue, Nairobi, Kenya.

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:
Research Assistant Maize Seed Systems

To provide support to the Scientist, by planting of trials and nurseries, collecting data, supervising casual laborers, and maintaining the assets used for the work (vehicles, tablets for data collections, etc.) Will also be in-charge of seed packaging, shipping, and act as the custodian of maize seed systems stock inventory at duty station.

Summary of responsibilities
1. Data collection and organization.
   - Manage accurate and timely data collection at different stage of the trials in the field and the nurseries.
   - Ensure accuracy of data entry and consolidation for analysis by the Scientist.
   - Data analysis, report writing, summarizing results for stage-gate advancement and other uses as required.
   - Conduct literature reviews, assist in preparing background studies, and research presentations as required.

   - Organizing and implementing seed production and any other maize seed systems related research including on-farm trials.
   - Ensure timely field preparation and planting of trials according to the experimental design.
   - Trial management, data collection, and organization.
   - Ensure application of the right amount of fertilizer.
   - Manage guarding duties.
   - Generating descriptor data and preparing catalogue for new maize products.
   - Ensure timely irrigation water application, weed, and pest control.

3. Supervise casual labor.
   - Allocate casual labor to different tasks.
• Prepare muster roll and submit to supervisor and accounts for payment processing petty cash 150k.
• Supervision of temporary contracted and casual labourers.

4. **Office and maintenance of assets.**
   • Ensure vehicle and motorbike are serviced.
   • Ensure tablets for data collection are serviced.
   • Manage petty cash and prepare expense report.
   • Timely irrigation pump checks
   • Ensure offices are cleaned and air conditioners are serviced.
   • Act as the custodian of seed systems stock and assets inventory (seed, instruments, equipment, etc.) at the duty station
   • Computer, GPS, Data Collection.

5. **Seed Preparation and Management.**
   • Manage seed counting accurately, packaging and labeling.
   • Print seed labels and field tags for trial and nursery identification.
   • Seed shipment to various partners.
   • Ensure safe storage of seed to preserve quality and viability.
   • Seed inventory management at duty station.

6. **Inbred line nursery planting & management.**
   • Organizing and implementation of seed increase nurseries.
   • Preparation of nurseries, field preparation, planting, field management, data collection and organization, pollination, harvesting, handling, and safe storage according to instructions.
   • Increase of different classes of seeds in isolation fields, through activities such as field preparation, planting, field management, harvesting, processing, handling, and seed storage.
   • Ensure shelling of inbred lines is carried out carefully to avoid seed mixture.
   • Assist the scientist to rogue off-type plants.
   • Ensure inbred line parents of stage 3 hybrids are planted for line purification, QC, and genotyping.

7. **Technical backstopping, trainings, partners support.**
   • Establish and maintain contacts with collaborating organizations and partners.
   • Organizing, seed preparation, planting, management and coordination of exhibitions, demonstrations, and field days.
   • Technical backstopping, training, and partners support.

8. **Preparing product catalogue.**
   • Assist in generating descriptor data of parents and hybrids.
   • Preparing catalogue for new products in pictures and narratives. Publish on CIMMYT website.
   • Work with other CIMMYT maize breeding staff when work priorities dictate or when not busy with his/her specific responsibilities.
   • Any other responsibilities and miscellaneous tasks as required and as assigned by Seed System Specialist from time to time.
Requirements

- Bachelor’s degree in agriculture (Crop Science) from a recognizable university.
- 1 to 3 years conceptual knowledge of theories, practices, and procedures within a discipline.
- Knowledge of field research trial set-up, breeding and seed production, farm, and seed research equipment.
- Experience in agricultural research set up.
- Knowledge of data required in a maize breeding program and how to record (FIELDBOOK).
- The incumbent should have the ability to manage a team of 20-30 casual labourers.
- At least knowledge of software SAS and Gestalt Technical, vocational, or professional qualification requiring 2 or more years’ study (for non-Science).

Personal attributes and competencies

- Statistical analysis and computer skills.
- Good communication and relationship skills.
- Sufficient competency to use the standard Windows-based software for word processing, spreadsheets, presentations, and email used at CIMMYT with occasional assistance.
- Ability to effectively use corporate systems and other specialized applications. (User)
- Basic skills in Windows Operating System and LAN
- Simple use of Complex systems.

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, Kenya.

Application process

Go to [http://worldagroforestry.org/working-for-icraf/vacancies](http://worldagroforestry.org/working-for-icraf/vacancies)

- The application deadline is 01 August 2023.
- 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.