

Job Specification

Job Title	Senior Manager: Tissue Culture Laboratory
Category	Permanent Position
Division	AgriZone
Reporting To	Executive: AgriZone and Cargo Development
Job Level	Paterson Grade D4
Job Purpose Statement	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.
Key Performance Areas	<p>Establish & ensure sufficient resource and resource management for the Tissue Culture facility</p> <ul style="list-style-type: none"> ● Manage day-to-day operations of the Tissue Culture facility ● Develop & update business plan for the facility ● Issue communication to suppliers and customers where necessary ● Monitor & manage resource use by Tissue culture facility – water, electricity , etc. ● Develop & update procurement plans for the facility ● Manage Tissue culture inventory ● Ensure laboratory is always appropriately stocked and has the necessary resources for good operations i.e. chemicals, consumables, stock solutions; culture media recipes, etc. <p>Develop and manage maintenance and operational framework</p> <ul style="list-style-type: none"> ● 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 ● Develop production and delivery schedules for various customers ● Develop proper access control procedures for the lab ● Ensure operations are continuously done in the most cost-effective manner ● Develop and co-ordinate maintenance work at the facility with DTPC's maintenance staff Ensure rules and regulations and procedures are

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

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

15 December 2019

Closing Date

10 January 2020

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;
- 1st 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

Please ensure that you indicate clearly in your application which position that you are applying for.