

Job Vacancy

Title: **Coordinator, Seed bank Unit**

Position Code: **RBG- 2024-01**

The **Royal Botanic Garden** (RBG) is looking for a passionate, dedicated, and skilled **Seed bank Coordinator** to join the Conservation Directorate team. This role is vital in preserving our diverse plant collections and supporting RBG's mission of plant conservation and scientific research goals. Contribute to a safe, friendly and productive work environment.

Key Responsibilities:

- Ensure sufficient viable seed is in stock across all home habitats to support plant propagation plan and projects seed collection.
- Collect native plant seeds from the field and carrying out seed cleaning, processing and storage operations.
- Ensure accurate records management of seed bank content; prepare and manage annual stock take.
- Provide seed collection/storage training to RBG staff and volunteers.
- Provide accurate and timely advice on seed availability, species and provenance suitability, seed treatments and species germination as required.
- Ensure that seed bank equipment and materials are maintained and secure.
- Prepare and deliver reports, technical documents and presentations about the seed bank.
- Prepare seed collection and storage protocols.
- Update Seed bank policies and procedures.
- Support the delivery of initiatives to improve seed supply and provenance strategies as required.
- Support the delivery of activities, training and events undertaken with the stakeholders.
- Identify, assess and control hazards at all locations where seed bank operations take place, including staff activities, field trips, seed storage and cleaning areas.
- Respond to enquiries and provide technical, specialized advice to RBG staff as requested.
- Implement all tasks requested by the direct manager in accordance with the annual plan.

Requirements:

- **Education:** Bachelor's degree in Botany, Plant Production, Genetic engineering, or Biology.
- **Experience:** At least 2 years of experience in plant biology or agriculture, with a strong technical seed handling skills.
- **Languages:** Proficient in both Arabic and English with excellent communication skills.
- **Physical fitness:** Ability to meet the demands of fieldwork, with a fitness assessment required prior to employment.
- **Skills & Abilities:**
 - Team player with excellent organizational and reporting abilities; able to work efficiently under pressure and meet deadlines.
 - High initiative and able to work with minimal guidance.
 - Skilled in Microsoft Office, custom databases, and process improvements.

Important Note: Some out-of-hours, field, and remote work will be required, and workload priorities may shift based on seasonal conditions.

Interested candidates who meet the required qualifications are invited to submit their CVs to hr@royalbotanicgarden.org by October 10, 2024. Please ensure that the job title and code are included in the subject line of your email. **Applications that do not include this information will not be considered.**