

Terms of Reference (TOR)
Position: **Nursery Manager**

Organization: **Royal Botanic Garden of Jordan (RBG)**
Reports to: **Director of Conservation**
Contract Type: **Full-time**

1. Background

The Royal Botanic Garden of Jordan (RBG) is the national institution responsible for the conservation, propagation, and sustainable use of Jordan's native flora. The RBG nursery is a core strategic facility supporting:

- National ecological restoration and rangeland rehabilitation programs
- Conservation of rare, endemic, and threatened plant species
- Living collections, landscape projects, and seed banking programs
- Development of commercial and revenue-generating native plant production lines

To support this expanding mandate, RBG seeks to recruit a highly experienced and strategic Nursery Manager to lead, modernize, and upscale its nursery operations.

2. Overall Purpose of the Position

The Nursery Manager will lead the strategic, technical, and operational management of the RBG nursery, ensuring world-class standards in wild/native plant propagation, production planning, quality control, and the development of a commercial plant production line, while supporting national conservation and restoration programs.

3. Key Duties and Responsibilities

A. Strategic Leadership & Planning

- Develop and implement a comprehensive Nursery Strategy and multi-year Action Plans covering:
 - Native and wild plant propagation
 - Conservation production
 - Restoration supply chains
 - Commercial production lines
- Design and manage a commercial nursery production line for native and adaptive plants in line with RBG's mandate and market needs.
- Prepare annual and multi-year production plans aligned with institutional projects and national priorities.

Terms of Reference (TOR)
Position: **Nursery Manager**

B. Nursery Operations & Wild Plant Propagation

- Lead and supervise all nursery operations including:
 - Wild and native plant propagation (seed and vegetative)
 - Rare and threatened species production
 - Potting, hardening, and acclimatization
- Establish and enforce high-level quality control standards for plant health, root architecture, and field performance.
- Ensure full documentation, labeling, and traceability of all plant material.

C. Composting & Growing Media Management

- Supervise and develop in-house compost production systems.
- Ensure quality control of:
 - Compost
 - Substrates
 - Soil mixes
- Integrate composting into a circular, cost-efficient nursery production system.

D. Staff Management & Capacity Building

- Manage, supervise, train, and evaluate nursery staff and technicians.
- Build a highly skilled nursery team in:
 - Wild plant propagation techniques
 - Nursery hygiene and plant health
 - Composting and substrate preparation
 - Production planning and quality management

E. Infrastructure & Resource Management

- Oversee greenhouses, shade houses, propagation units, irrigation systems, and storage facilities.
- Plan upgrades and modernization of nursery infrastructure.
- Manage tools, equipment, consumables, and inputs efficiently.

F. Planning, Budgeting & Reporting

- Prepare and manage annual nursery budgets, procurement plans, and production forecasts.
- Produce high-quality professional technical reports in English for:
 - Management
 - Donors
 - Partners and national programs
- Contribute technical inputs to proposals, masterplans, and institutional strategies.

Terms of Reference (TOR)
Position: **Nursery Manager**

G. Institutional Coordination

H. Health, Safety & Biosecurity

- Ensure compliance with occupational health and safety, nursery hygiene, and biosecurity standards.

4. Required Qualifications

A. Education

- Minimum BSc in Horticulture, Plant Sciences, Forestry, Agriculture, Ecology, or related field.
- MSc or PhD is a strong advantage.

B. Experience (Mandatory)

- Minimum 15 years of proven professional experience in nursery management or large-scale plant production.
- Demonstrated hands-on experience in wild/native plant propagation (essential requirement).
- Proven experience in:
 - Strategic nursery planning
 - Preparing nursery strategies and action plans
 - Managing large production systems
 - Supervising composting and growing media production
 - Developing commercial plant production lines

C. Technical Skills

- Advanced knowledge of:
 - Seed biology and dormancy breaking
 - Vegetative propagation techniques
 - Native plant production systems
 - Composting systems and substrate formulation
 - Irrigation, fertilization, and plant health management

D. Reporting & Language

- Full professional proficiency in English technical writing and reporting (mandatory).
- Good working knowledge of Arabic is an advantage.

E. Management & Leadership Skills

- Strong leadership, team management, and operational planning skills.
- Ability to design systems, manage complexity, and deliver under pressure.
- Strategic thinking combined with strong hands-on management.

Terms of Reference (TOR)
Position: **Nursery Manager**

5. Key Performance Indicators (KPIs)

- Approved Nursery Strategy and Action Plan produced and implemented
- Successful establishment of commercial production line
- Annual production targets achieved (quantity & quality)
- High survival rates of planted material in restoration projects
- Efficiency and cost-effectiveness of nursery operations
- Quality and timeliness of English technical reports
- Staff performance and capacity development

6. Contract Conditions

- Full-time position
- Renewable contract based on performance and RBG HR policies

