

## **Bioprospecting and ABS Contract Recruitment under Chanel PD Funding**

### **Terms of Reference for Laboratory Officer**

**Job Title:** Laboratory Officer [Equivalent to P5 (A)]

**Job Location:** National Biodiversity Centre, Serbithang, Thimphu

#### **INTRODUCTION/RATIONAL**

The National Biodiversity Centre on behalf of the Ministry and Chanel PB has signed the scoping agreement on 24/12 2013 under the ABS regime to access and conduct research on Bhutanese Biological resources. In line with the scoping agreement, a development agreement was signed on 1<sup>st</sup> September 2014 to execute the article 5 of the scoping agreement. Under the development agreement, Chanel PB would be funding their research program through NBC.

Based on the signed agreement, new contract staffs would be recruited at NBC to carry out the research and help in implementation of the outlined activities of the collaboration. The funding for the recruit would be borne by Chanel PB.

#### **PURPOSE, DUTIES AND RESPONSIBILITIES**

**Purpose:** To assist or facilitate in the research and activities of the collaboration between Chanel PB and NBC.

**Duties and Responsibilities:** Under the guidance and supervision of the Head, BP and ABS Program the Laboratory Officer will carry out the following tasks:

- ✓ Assist in plant extraction and advance research at the BP laboratory.
- ✓ Lead the research activities on biological resources accessed by Chanel PB
- ✓ Assist in standardisation of lab test procedures
- ✓ Carry out various forms of extractions and chromatography
- ✓ Conduct bioassays
- ✓ Guide and supervise the preparation of reagents
- ✓ Assist in Assessing and coordinating procurement of laboratory equipments and reagents.
- ✓ Assist in developing and improving laboratory and bioprospecting protocols and guidelines
- ✓ Assist in development and implementation of policies and legal frameworks related to bioprospecting and ABS.
- ✓ Assist in documentation of Traditional knowledge associated with biological resources.
- ✓ Assist in implementing awareness raising activities and information dissemination related to TK, bioprospecting and ABS.

- ✓ Maintain all documents, including consulting reports and knowledge resource products emanating from, or relevant to, the project for record and reference
- ✓ Perform other miscellaneous office works (e.g. filing, follow ups, meetings, paper works etc.)
- ✓ Assist and collaborate in assignments to other staffs within the Divisions as and when necessary.
- ✓ Carry out any other tasks assigned by supervisors.

#### **QUALIFICATION & KNOWLEDGE REQUIREMENT**

- Minimum Bachelors Degree in Bioscience with working experience in laboratory
- Preference will be given to bio-chem background with laboratory works experience and skills
- Good language skills in English(writing, speaking and reading) and in Dzongkha (speaking and reading)
- Very good inter-personal skills
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher

#### **TERM**

He/She will be on contract commencing from March 2015 till February 2017.

#### **SALARY**

| <b>Particulars</b>            | <b>Estimate</b> | <b>Remarks</b> |
|-------------------------------|-----------------|----------------|
| <b>Basic Salary</b>           | <b>17,495</b>   |                |
| <b>30% contract allowance</b> | <b>5249</b>     |                |
| <b>Total salary per month</b> | <b>22,744</b>   |                |