

Cheetah Conservation Fund-Namibia
Job Description – Geneticist

posted: 21 Sep 2023 closing: 9 October 2023

Position Title: Geneticist

Position Status: Full-time Staff - exempt

Length of contract: 1 year, renewable

Reports to: Executive Director, General Manager, **Assist Dir. for Animal Health and Research**

Position Overview

The Geneticist is responsible for the quality of existing datasets and contributes to ongoing projects. Additionally, this individual collaborates with the Laboratory Manager to help with all tasks relating to the well-functioning of the genetics laboratory and the supervision of interns and students.

Primary responsibilities include:

- Ensure quality of all data produced at the genetics laboratory
 - **Verify quality of existing datasets and associated records.** Train/correct as needed.
 - Follow and enforce good laboratory practices adequate for highly sensitive samples.
 - Train and supervise volunteers, students, staff, and visiting scientists, in proper sample handling and processing, as well as project related laboratory work.
 - **Contribute** to curation of sample collections and keeping databases up to date.
 - Ensure laboratory notebooks are up-to-date and adequately completed.
 - Assist with improvement of FileMakerPro database.
 - Ensure all naming in genetic analyser and notebook files follows naming protocols.
- **Help ensure** good functioning of the genetics laboratory
 - Help ensure inventories are up to date, to predict usage and future need for orders.
 - Help ensure adequate supplies (reagents, disposables) are on hand at all times.
 - Help ensure financial paperwork is filed appropriately.
 - Help ensure quotes inventory is up to date; obtain new quotes for comparative pricing.
 - **Maintain the laboratory budget file, ensure it is up to date.**
 - Help keep track of donations and write acknowledgements to genetics laboratory donors in a timely manner. Ensure donation database is up to date.
 - **Help keep track of staff and student leave days.**
 - Help ensure tidiness and cleanliness of the laboratory at all times.
 - Help ensure cleanliness of laboratory spaces, laboratory coats and office area.
 - **Help ensure volunteers and guests get a good working experience.**
 - **Help keep track of incoming samples from Laboratory.**
- **Help ensure** good use and functioning of laboratory equipment
 - Assist with the operation of the genetic analysers, if needed.
 - Help ensure genetic analysers and other equipment are used appropriately.
 - Help organize repair/maintenance of all equipment with Asst Dir & Gnrl Mgr.
 - Help ensure backup of laboratory files on network and instruments is up to date.
 - **Plan and ensure continuous and most efficient use of genetic analysers.**
- Conduct specific aspects of the CCF Genetics laboratory work
 - Contribute to projects and service work as needed.
 - Test and optimize new protocols as needed.
 - Analysis as needed.
- **Assist in driving the development of the service laboratory**

- Report writing:
 - Help obtain and renew permits as needed.
 - Help coordinate mid-year and annual report update.
 - Ensure timely (daily if relevant) communication of results and planning of next steps with the Assistant Director in person and via email or skype.
 - Contribute to weekly reports on laboratory progress/issues and incoming samples.
 - Assist with proposal, report and manuscript writing as needed.

Secondary responsibilities include:

- Assist in sample collection and preservation (e.g., fibroblast freezing).
- Contribute to CCF blog and Facebook by the genetics laboratory at least monthly.
- Other duties as assigned.

Specific duties include (but not limited to):

- Screen/verify scoring results of microsatellites in GeneMapper. Train/correct as needed.
- Proofread data tables. Train and correct as needed.
- Maintain the genetics equipment clean and in good working order.
- Perform preventive maintenance and ensure timely repair of laboratory equipment.
- Routine laboratory work (including DNA extraction, amplification and sequencing).
- Curate sample collection and database
- Curate FileMakerPro database as needed.
- Daily communication with Assistant Director for Animal Health & Research as relevant.

Interaction with:

- All staff and volunteers
- Donors
- Visitors and guests of CCF
- Commercial and communal farmers
- Research collaborators and vendors
- Board Members

Performance metrics (how performance will be evaluated):

- Ensures quality of data output of the entire laboratory
- Avoids contamination of samples and mislabelling of results
- Works accurately and keeps good records of work
- Maintains good condition of laboratory spaces and equipment
- Meets deadlines
- Works efficiently, manages time and direct reports well
- Reports well to Asst Dir of Animal Health and Research
- Relationship with other staff, students, and volunteers
- Emulates organization's values and guiding principles
- Sets example for staff and volunteers

Qualification Requirements

- PhD degree in genetics
- Minimum 2 years experience in a conservation genetics laboratory
- Experience in non-invasive laboratory procedures
- Minimum English proficiency if IELTS 7.5 or equivalent

▪ **Required Competencies**

Adaptability

- Works effectively under stressful conditions; adjusts to multiple and conflicting demands; shows resilience under ambiguous and changing circumstances; modifies behavior and plans as necessary to attain goals.

Analytical Thinking

- Able to draw conclusions with vague or missing information; seeks to reduce errors; seeks most efficient and productive approach to getting results.

Communication

- Communicates clearly and expresses self well via phone and e-mail and in person, even when relating complex information; listens actively; tailors message to audience; shares information freely within the organization.

Driving Execution

- Demonstrates a competitive desire to achieve goals; establishes clearly specified plans and action steps; makes adjustments to plans as necessary in order to ensure success; takes pride in performance and accomplishments.

Influencing and Negotiating

- Gains support and commitment from others; promotes ideas and proposals persuasively and energetically; resolves conflict constructively; determines needs and interests of others and selects appropriate negotiation strategy based on the circumstances.

Leadership

- Communicates openly and directly; tackles tough problems head on; takes responsibility and champions ideas in the face of challenges; respects and considers the opinions and decisions of others; delegates a task to the appropriate person(s) while remaining responsible for its completion.

Organizing

- Can marshal resources (people, funding, materials, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; arranges information, objects and files in a useful, logical manner; manages time effectively and efficiently.

Problem Solving

- Uses rigorous logic and methods to solve difficult problems with effective solutions; does honest analysis of the issues at hand, and looks beyond the obvious for the best possible solution; able to analyze all options and arrive at the most effective course of action.

Self Motivation

- Sets clear personal goals and timelines for achieving results; works through processes with little or no follow up; effective within a dynamic and unpredictable workplace; able to manage time effectively; takes initiative to do whatever the organization needs, even if it is outside the scope of responsibility.

Customer (Donors, Visitors, Community) Intimacy

- Maintains a clear focus on customer expectations; uses knowledge of customer to make decisions; establishes a climate for educating customers; focuses plans and actions on increasing customer satisfaction; strives to exceed customer expectations.