



## **JOB DESCRIPTION**

### **LABORATORY TECHNICIAN (ENTOMOLOGY LABORATORY)**

#### **Job Purpose**

The Laboratory Technician in the Entomology Laboratory provides technical and operational support for the receipt, processing, examination, identification, preservation and recording of insect, mite and other arthropod specimens. The role supports accurate and timely biosecurity diagnostics, national surveillance, import and export activities, emergency responses, research and maintenance of the national entomology reference collection.

#### **Reporting to: Entomologist**

#### **Principal Accountabilities**

- Provide reliable technical and operational support to ensure the effective functioning of the Entomology Laboratory and the timely delivery of diagnostic services.
- Support the Entomology Team in surveillance, pest identification, border and post-border diagnostics, emergency response and other plant-health activities in accordance with approved procedures and organisational objectives.
- Maintain specimen integrity, traceability, diagnostic records and reference material in accordance with laboratory quality-management and chain-of-custody requirements.
- Manage assigned laboratory equipment, consumables, chemicals, traps, lures and work areas; promptly report operational, safety, quality or resourcing issues.
- Establish and maintain effective working relationships with BAF officers, government agencies, industry, research institutions, communities and approved external laboratories.

#### **Main Activities**

- Receive, register, label, photograph, triage and process entomological samples, ensuring complete submission information and continuous chain of custody.
- Sort and examine insects, mites and other arthropods using stereomicroscopes, compound microscopes and approved diagnostic procedures.
- Undertake preliminary morphological identification using authorised taxonomic keys, reference specimens, image resources and diagnostic databases, and refer difficult or suspect specimens to the responsible entomologist or approved specialist.

- Prepare specimens using appropriate techniques, including pinning, point mounting, slide mounting, dissection, clearing and preservation in ethanol or other approved media.
- Assist with molecular diagnostic workflows, where authorised, including tissue selection, specimen subsampling, DNA extraction, PCR preparation and shipment of material to reference laboratories.
- Maintain and curate the entomology reference collection, including accessioning, labelling, storage, pest-status records, environmental checks, digitisation and routine condition monitoring.
- Support surveillance and emergency-response programmes through preparation, issue, servicing and reconciliation of traps, lures and field kits, and through processing of collected samples.
- Participate in field surveys, trapping, specimen collection and delimiting or response activities, including work outside normal hours and travel when operationally required.
- Operate, clean, calibrate and undertake routine maintenance of microscopes, imaging systems, environmental cabinets, freezers and other assigned laboratory equipment; maintain service and calibration records.
- Record methods, observations, identifications, verification status and results accurately in approved registers, worksheets and electronic information systems, and assist with preparation of diagnostic and surveillance reports.
- Maintain stocks of consumables, preservatives, chemicals, personal protective equipment and collection materials; monitor expiry dates and initiate replenishment in a timely manner.

### **Qualification & Knowledge**

- A Bachelor's degree in Entomology, Biology, Zoology, Agricultural Science, Plant Protection or a related field. Relevant laboratory or biosecurity experience, particularly in entomological diagnostics, surveillance or insect collection management, will be an advantage.
- Working knowledge of insect and mite morphology, taxonomy, collection and preservation techniques; laboratory quality assurance; occupational health and safety; and the role of diagnostics in plant biosecurity. Familiarity with Fiji's principal agricultural and quarantine pests is desirable.

### **Skills and Abilities**

- Ability to recognise major arthropod groups and use taxonomic keys and reference material under technical supervision.
- Competence in stereomicroscopy, compound microscopy, specimen preparation, preservation, labelling and imaging.
- Ability to follow standard operating procedures, diagnostic protocols, quality controls and chain-of-custody requirements consistently.

- Strong attention to detail and the manual dexterity required to handle and prepare small or fragile specimens.
- Sound organisational and time-management skills, including the ability to prioritise urgent or suspect biosecurity samples.
- Ability to maintain complete, accurate and confidential paper and electronic records and produce clear technical summaries.
- Good analytical, observational and problem-solving skills, with the judgement to recognise uncertainty and seek verification.
- Proficiency in standard computer applications; experience with laboratory information systems, specimen databases, digital imaging or GIS-enabled surveillance systems is desirable.
- Good written and verbal communication skills and the ability to explain specimen-submission and handling requirements clearly.
- Ability to work independently within delegated authority and collaboratively as part of multidisciplinary laboratory, surveillance and emergency-response teams.
- Knowledge of laboratory biosafety, chemical safety, waste disposal, equipment care and Occupational Health and Safety requirements.
- Physical capacity to undertake microscopy for sustained periods and participate safely in field surveillance under variable environmental conditions.
- Integrity, impartiality, service orientation and flexibility to respond to changing priorities, urgent detections and operational deadlines.

#### WHERE TO SEND YOUR APPLICATION

1. Visit our website [www.baf.com.fj](http://www.baf.com.fj) to access the **Job Description** and click on the **link** to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications will close on Friday, 11th September 2026 at 05:00pm.

*Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.*

**BAF IS AN EQUAL OPPORTUNITY EMPLOYER**