

Contact Details:

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Physical address:

Agricultural Boards' Building
 30 David Hosea Merero Road
 Windhoek
 Namibia

Postal address:

PO Box 5096
 Ausspannplatz
 Windhoek
 Namibia



Enquiries: Caroline Ndlovu, Human Resource Officer

17 May 2022

Dear Applicant

**TEMPORARY POSITION: AGRONOMY MARKETING DEVELOPMENT OFFICER
 NAMIBIAN AGRONOMIC BOARD**

Thank you for having shown an interest in this position. Attached, please find a detailed job description for the Agronomy marketing facilitator. The details of the position are underlined in the Job Description.

VERY IMPORTANT: EMAIL APPLICATION WILL BE ACCEPTED.

In addition, please note the practical guidelines regarding your application:

Relevant to Interview

1. Please enclose not more than 1 (one) page, **a motivation, as a cover letter** specifically highlighting core duties that you think need your experience and reasons why you think you are the best candidate for this position.
2. Enclose **a comprehensive CV**. Also, attach certified supporting documents and no documents shall be returned. If you are shortlisted the **original** documentation must be available at the interview.
3. Within your CV, please provide three relevant and traceable references **and their telephone numbers**.
4. Please indicate your present annual remuneration package (**total cost to company**):
 - Basic salary (monthly x 12 = annual salary)
 - Annual bonus
 - Employers' contribution to pension fund per year
 - Employers' contribution to medical aid fund per year
 - Employers' contribution to social security per year
 - Any other to be considered as part of your total annual cost to company package.
5. If you are shortlisted, your latest payslip and proof of the above **must** be available at the interview.

Our Vision: "A world class regulator of a vibrant, diversified & sustainable crop industry"

Board of Directors:

Mr. Michael Iyambo (Chairperson)
 Dr. Marina Muller (Vice-Chairperson)
 Mr. Jason Emvula (Member)
 Ms. Elina Kalundu (Member)

Mr. Tarcisius Shingundu (Member)
 Mr. Hubertus Hamim (Member)
 Ms. Wilhelmina Handunge (Member)
 Ms. Ferdina Inkono (Member)

Mr. Ludie Kolver (Member)
 Mr. Lukas Mbangu (Member)
 Mr. Leon Nel (Member)

Ms. Josephine Fugre (Member)
 Ms. Joyceline kangotue (Member)
 Dr. Fidelis Mwazi (CEO, Ex -Officio Member)

GMA

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6. Applications must reach the offices of the Namibian Agronomic Board not later than **Friday, 27 May 2022 at 17h00**. No late application will be accepted or will be disqualified.
7. If you are shortlisted, you will be notified at the latest on **Wednesday, 08 June 2022** to be interviewed.
8. If you have not heard from us by Wednesday, **15 June 2022** we regret that you have not been shortlisted.
9. Short-listed candidates will also be subjected to a psychometric test.
10. After the interview, latest by **Wednesday, 22 June 2022** if you have not heard from us, we regret that you were not successful.

APPLICATIONS THAT ARE NOT SUBMITTED AS STIPULATED WILL NOT BE CONSIDERED OR WILL BE DISQUALIFIED.

If you require any further information, please do not hesitate to contact Ms. Caroline Ndlovu at (061) 379530 or caroline.ndlovu@nab.com.na

Wishing you all the best with your application.

Yours faithfully

Dr. Fidelis N. Mwazi (PhD)
CHIEF EXECUTIVE OFFICER
NAMIBIAN AGRONOMIC BOARD

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Dr. Fidelis Mwazi (CEO, Ex-Officio Member)



JOB DESCRIPTION

Job title	Agronomy Marketing Development (Temp)
Reports to	Manager: Agronomy Market Development
Division / Subdivision	Agronomy and Horticulture Market Development / Agronomy Market Development
Job Location	Ongwediva, Namibia
Employment Type	(Temporary (3 Months only))

JOB PURPOSE

- Registration of pearl millet producers during the registration process
- Verification of the list of registered producers
- Register grain expected to be harvested from producers in the North Central production zone/regions (Oshana, Omusati, Oshikoto, Ohangwena, Kavango West, Kavango East, Otjozonjupa and Kunene regions.
- Conduct field verification
- Coordinate and facilitate a smooth intake of pearl millet during the marketing period in the regions
- Ensure all the grains are marketed within the specified period.
- Perform other tasks as may be directed by the supervisor.
- Attend Regional Agronomy Forum meetings and stakeholder engagement meetings

RM



JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

PERFORMANCE SPECIFICATIONS	
Key Performance Areas	Key Tasks
1. Registration of white maize/ pearl millet producers	1.1 Assist with the registration of pearl millet producers during the registration process 1.2 Ensure that producers register on the correct form in terms of mahangu producers 1.3 Make sure all the producers are registered 1.4 Make use of the radio and SMS to disseminate information on the registration process, 1.5 Make sure that all relevant documents required for registration are verified.
2. Verification of the list of registered producers	2.1 Make sure that the form is properly completed and the correct information is captured on the registration form. 2.3 Liaise with supervisors as soon as all the producers are registered to ensure that all the completed forms are delivered to Windhoek for verification.
3. Registration of data on the AMID system.	3.1 Register all Agronomy producers on AMID system. 3.2 Issue producer's registration Cards
4. Register grain expected to be harvested from producers in the Oshana region	4.1 Liaise with the ADC officers to assess the registration progress 4.2 Make sure the correct data are captured on the registration forms in terms of expected tonnage, ID numbers, Contact Numbers, and Proof of land ownership, 4.3 Ensure that producers only registered their expected harvest 4.4 Compile a list of producers in the regions that will be shared with all the millers and 4.5 Compile the Pearl millet production forecast report for 2022the
5 Conduct Field verification	5.1 Conduct field verification of pearl millet cultivated by the farmers who registered to market their grain during the marketing season, to improve the accuracy of the production forecast and prevent marketing of illegally imported grain to millers.



JOB DESCRIPTION

<p>6 Coordinate and facilitate a smooth intake of white maize/ pearl millet during the marketing period in the region</p>	<p>6.1 Coordinate the intake of white maize and pearl millet by millers, share production forecast reports with millers, and the list of registered farmers with millers, 6.2 Create awareness on the radio and ensure that registered producers only market their grain, 6.3 Work closely with millers in the region to ensure a smooth intake of grain 6.4 Ensure all the grains are marketed within the specified period.</p>
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QUALIFICATIONS, WORK EXPERIENCE, AND SKILLS

Minimum Qualification:

- Bachelor's degree in Agriculture marketing / Crop Science/ Agriculture Economics, /Agribusiness Management

Work Experience:

- A minimum of 6-Months work experience within the crop science/ agronomy and horticulture industry.
- Exceptional written and oral communication abilities in English.
- Strong analytic marketing skills with experience in statistical modeling and analysis.
- Proficient in Microsoft Office and statistical analysis tools.
- Some knowledge of the farming practice in the region.
- Must be able to communicate in the vernacular language
- A valid driver's license is a must-have.

KNOWLEDGE

- The Namibian Agronomic Industry Act, 20 of 1992.
- Grains marketing agreements.

SKILLS AND ABILITIES

- Communicate with customers, clients, or the public in person or on the telephone.
- Comprehend and make inferences from material written in the English language.
- Ability to establish and maintain effective working relationships with supervisors, department office employees, or other agencies involved in the agronomic and horticultural industry.
- Ability to maintain an effective and efficient relationship with external clients such as traders and producers, to ensure 100% customer satisfaction.

GM



JOB DESCRIPTION

- Ability to perform mathematical computations with speed and accuracy to include addition, subtraction, multiplication, or division using a calculator or adding machine as needed to analyze data, check data for accuracy.
- Written communication skills to include clarity, sentence structure, spelling, basic grammar, and logical ordering of ideas as needed to compose letters.
- Ability to file chronologically and alphabetically to include making sure all items are correctly sequenced and placed as needed to organize clients' files for future reference.
- Ability to take initiative in assigned tasks to include making an independent judgment as needed to complete tasks in a timely manner.
- Establish priorities for own workload based upon such factors as the need for immediate action, work objectives, and work schedule.
- Exercise independent initiative and judgment.
- Maintain confidentiality of clients' personal information.
- Make decisions on routine problems and inform the supervisor of those problems that cannot be solved on their own initiative.
- Excellent organizing skills
- Operate a variety of standard office equipment (e.g., calculator, fax machine, copy machine, and other related office equipment).
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks that come up simultaneously.

WORKING CONDITIONS

- 50% field and 50% office
- Be punctual at all times.

WORK PRESSURE

- Throughout the period of employment at quite a high level and requires proper planning.

Handwritten signature or initials



JOB DESCRIPTION

Approved by:	<i>Gilbert Murlonder</i>
Date approved:	<i>12/05/2022</i>
Date Reviewed:	
Employee name	
Signature:	
Date:	