

Contact Details:

Tel office: +264 61 379 500
Fax office: +264 61 225 371
E-mail: nabdesk@nab.com.na
Website: www.nab.com.na

Physical address:

Agricultural Boards' Building
30 David Hosea Meroro Road
Windhoek
Namibia

Postal address:

PO Box 5096
Ausspannplatz
Windhoek
Namibia



Enquiries: Caroline Ndlovu, Human Resource Officer

17 May 2022

Dear Applicant

TEMPORARY POSITION: DOCUMENT CONTROL CLERK NAMIBIAN AGRONOMIC BOARD

Thank you for having shown an interest in this position. Attached, please find a detailed job description for the Document Control Clerk (Temp). 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 excellent 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 Enwula (Member)
Ms. Elina Kalundu (Member)

Mr. Tarclsius Shingundu (Member)
Mr. Hubertus Hamm (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)

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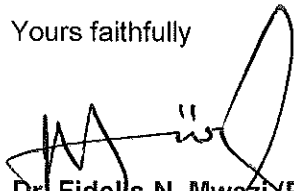
6. Applications must reach the offices of the Namibian Agronomic Board not later than **Friday, 27 May 2022 at 17h00**. No late application will be accepted or will be disqualified.
7. If you are shortlisted, you will be notified at the latest on **Wednesday, 01 June 2022** to be interviewed.
8. If you have not heard from us by Wednesday, **8 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 **Friday, 10 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. Fidells N. Mwazi (PhD)
CHIEF EXECUTIVE OFFICER
NAMIBIAN AGRONOMIC BOARD**

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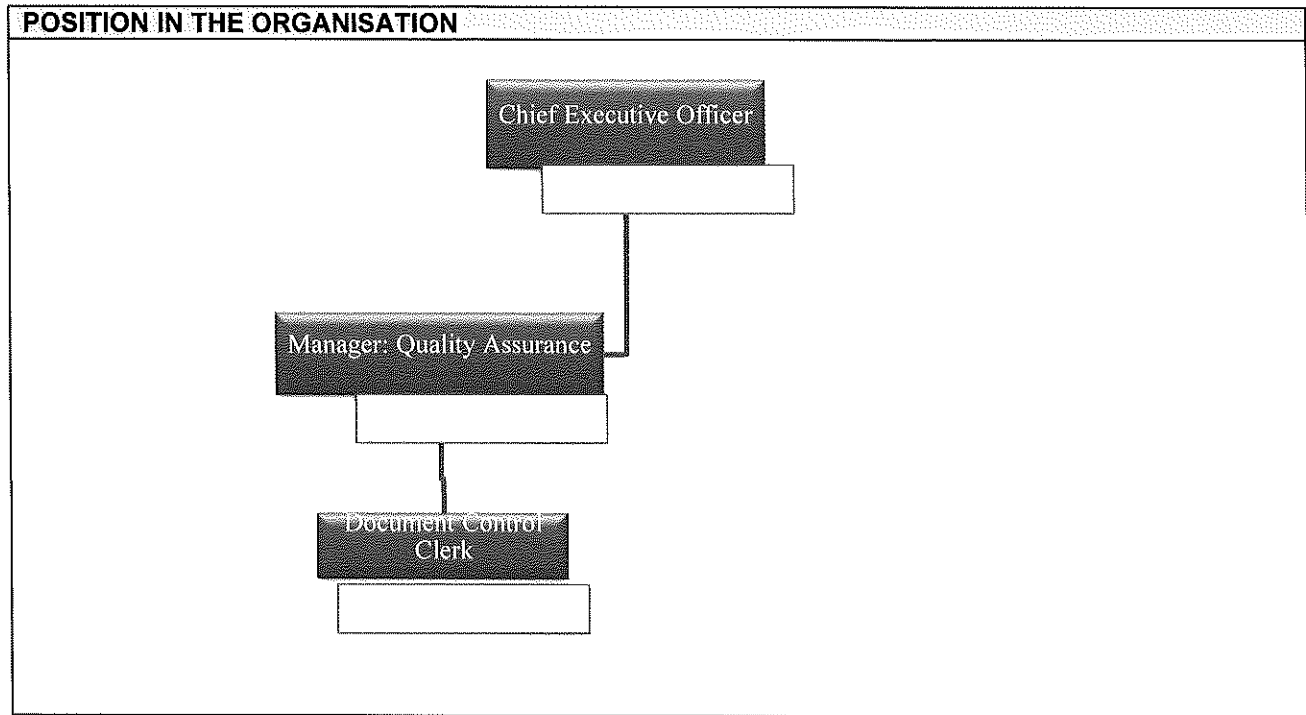
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Dr. Fidelis Mwazi (CEO, Ex -Officio Member)



JOB DESCRIPTION

POSITION TITLE:	Document Control Clerk
REPORTING TO:	Total Quality Management Officer
DEPARTMENT	Office of the CEO
SUBORDINATE:	NONE
DATE:	January 2022
GRADE:	B4





JOB DESCRIPTION

Purpose of the position	
Under the supervision of the Total Quality Management Officer, the Document Control Clerk shall be responsible for the NAB management systems document control.	
Core Job	
Key Performance Areas	Responsibilities / Outputs
1. Document Control	<ul style="list-style-type: none"> • Ensuring adherence and alignment to ISO 9001, ISO 19011 and ISO 45001 at NAB. • Familiarization with NAB core business processes namely Agronomy and Horticulture Division and Regulation and Standards Compliance. • Assisting the TQMO in conducting scheduled internal audits and trainings on the Quality Management System in order to verify adherence to the standard. Raising Non-conformity Reports and do a follow up on closing of same. • Assisting the TQMO on aspects of Occupational Health and Safety requirements. • Updating customer complaints register and following up on raised Customer Complaints • Assist TQMO in the preparation and compilation of the Management review meeting schedule and presentation • Assist TQMO in the induction of contractors and NAB employees on safety procedures and policies. • Maintaining an up to date Non-conformity Report register and ensuring closing of Non-conformities is done timely. • Assist TQMO in conducting incident/accident investigations • Facilitating annual emergency simulations • Reviewing and updating work practices, procedures and generic manuals • Commitment to a culture of continuous improvement • Work with TQMO in the establishment and monitoring of internal controls, policies and procedures to ensure that all activities within NAB are in accordance with established legal, regulatory and company policies and procedures with documented evidence of compliance. • Work with TQMO and HOD's to ensure that the planning/scheduling decision making process is defined, documented and trained. • Work with TQMO and management and departments to review and improve as necessary the Document Control system and process to meet client requirements. • Work with client document control teams to ensure all controlled project documentation is current and complete • Determine impact to project as per document updates and communication impact and document updates to all required project divisions • Prepare for and Support external audits of document control area and ensure external audit requirements are met • Work with junior staff to ensure document control procedures are understood and followed



JOB DESCRIPTION

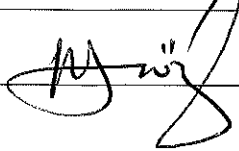
Training and Auditing	<ul style="list-style-type: none"> • Conduct ISO 9001 Awareness trainings under the guidance of the TQMO • Follow master schedule as per allocation of activities accordingly • Assist TQMO in the Management Systems Audits in line with ISO standards and guidelines with a risk-based approach and a value add for the NAB
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C. JOB SPECIFICATIONS	
Minimum Educational Qualification	<ul style="list-style-type: none"> • Diploma in Risk Management, Occupational Health and Safety, Quality Management, Environmental Management, Agriculture, Natural Resources or any other relevant qualification
Minimum Experience Required:	<ul style="list-style-type: none"> • Two years industry experience • 2 years in Management Systems implementation and maintenance
Special Requirements	<ul style="list-style-type: none"> • The Namibian Agronomic Board Act, 20 of 1992 • Knowledge and understanding of the requirements of ISO 9001, SANS 10330 (HACCP), ISO 17025, ISO 22000, ISO 17025, ISO 17020, ISO 45000, ISO 14001 and GLOBALGAP • Knowledge of Management Systems auditing
Skills & Personal Qualities Required	<ul style="list-style-type: none"> • Interpersonal • Information processing • Computer literacy • Integrity

OTHER JOB INDICATORS	
General Accountability	Assists Total Quality Management Officer with the effective implementation of Quality Management Systems within the NAB.
Resources Utilised & Controlled	Manages the quality assurance of the NAB as well as externally sourced complementary inputs/resources.
Delegated Freedom to Act	
Pressure of Work / Physical Effort	The pressure of work is both operational to meet deadlines and emotional due to the large impact of the function on NAB success. The pressure can thus be regarded as generally quite high with peaks.
Working Conditions	Windhoek based and office bound. Some traveling when necessary.
Interaction & Integration	Incumbent interacts at various levels with internal and external stakeholders



JOB DESCRIPTION

Approved by:	Dr. FN. MWAZI	
Date approved:	12/9/2022	
Date Reviewed:		
Employee Name:		
Signature:		
Date:		