

Agriculture Agro-processing Master Plan (AAMP) Secondment Advertisement.

The National Agricultural Marketing Council (NAMC) seeks to appoint suitably qualified individuals to be seconded to the Agriculture Agro-processing Master Plan (AAMP). The incumbents will report to the Project Manager. These are internal secondments and no external applicants will be considered.

Industry Transformation Coordinator

Purpose: To coordinate the commitments and implementation activities by industry, government, and other social partners in line with NAMC Transformation Guidelines and AAMP Objectives and Targets.

Requirements: A Masters Degree in Agricultural Economics or equivalent is a minimum requirement and 3-5 years minimum experience in the Industry Transformation and Project Management environment.

Duties: Coordinate commitments and implementation activities by industry, government, and other social partners in line with NAMC Transformation Guidelines. Coordinate and oversee industry and government spending on transformation and sectoral development. Forge partnerships between the state and industry on transformation.

Production Scheme Coordinator

Purpose: To facilitate production scheme coordination services in accordance with the AAMP goals, objectives, deliverables and resources.

Requirements: An Honours Degree in Agricultural Economics or equivalent is a minimum requirement. 2-3 years minimum experience working with Production Schemes and Project Management.

Duties: Coordinate the establishment of the Production Scheme by government and industry guidelines in the representation of social partners. Coordinate the funding for Production Schemes. Ensure Production Schemes drive transformation as stipulated in the AAMP. Support AAMP Project Manager in engaging stakeholders.

Research and Value Chain Coordinator

Purpose: Provide research and value chain analysis services in accordance with the AAMP goals, objectives, deliverables and resources.

Requirements: A Masters Degree in Agricultural Economics or equivalent is a minimum requirement. 3-5 years minimum experience in research-based value chain analysis and mapping, financial product development, export marketing, developing community-based economic initiatives and the Project Management environment.

Duties: Coordinate the research and impact analysis of the Agriculture Agro-processing Master Plan (AAMP) on agriculture as stipulated in the AAMP Plan. Coordinate the research and expert analysis on outstanding matters forming track 2 of the AAMP – mainly transformation levy, labour and employment measures, infrastructure funding and others. Coordinate the undertaking of value chain analysis, identify existing initiatives and gaps within various value chains, collaboratively design sustainable, comprehensive interventions that activate viable and sustainable value chains and improve and expand existing research partnerships.

Human Capital Coordinator

Purpose: To support the AAMP Project Management Unit with the day-to-day HR operations and ensure that the HR needs of the project are addressed in a timely manner.

Requirements: A 3-year National Diploma or B Degree in HRM/HRD, Industrial Relations or equivalent is a minimum requirement. 2-5 years experience in the HR environment.

Duties: Managing all day-to-day HR administration tasks; ensuring that all employee and HR records are accurate and up to date. Assisting with the end-to-end recruitment process. Creating employee training materials under the guidance of the policies. Supporting performance management and payroll.

Secretary

Purpose: To provide secretarial services such as drafting correspondence, scheduling meetings, preparing minutes, and assisting with travel arrangements and claim submissions for the AAMP project.

Requirements: A National Diploma in Administration or a related qualification. 1-2 years of generic experience applicable to the specific discipline. Knowledge and experience with relevant Microsoft software applications including spreadsheets and database management; and Knowledge of administrative and clerical procedures.

Duties: Effectively and efficiently manage correspondence with stakeholders and the shareholder pertaining to the project. Manage meeting arrangements including room bookings, catering requirements and sending invites to key attendees. Coordinate travel arrangements for both local and international travel including passport and visa assistance as required.

Please forward your applications to hrrecruitment@namc.co.za Closing date: 30 April 2023

If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the Protection of Personal Information Act, Act 4 of 2013 (POPIA):

I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit www.namc.co.za or contact Ms Pamela Shoyisi at Pshoyisi@namc.co.za for further information. The NAMC reserves the right to withdraw, amend or not fill the position.