
Agriculture Agro-processing Master Plan (AAMP) Contract Appointments Advertisement.

The National Agricultural Marketing Council (NAMC) seeks to appoint suitably qualified individuals to be appointed to the Agriculture Agro-processing Master Plan (AAMP). The incumbents will report to the Project Manager and are based in Pretoria. The contracts are for a (3) three-year period and are remunerated according to the NAMC remuneration policy.

Administrative Officer

Purpose: To provide administrative support to the project, including organizing the project records, overseeing project claims and maintaining the inventory of stationery.

Requirements: A National Diploma in Administration or a related qualification. 2-3 years of generic experience applicable to the specific discipline. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of the Public Service Regulatory Framework as well as Office and Business Administration. Experience in filing and document management. Computer literacy.

Duties: Perform general administrative activities in support of the unit. Draft submissions, reports and memorandums for the project. Conduct records and document management both manually and electronically. Develop a filing system for the project and ensure that all project employees adhere to the system requirements. Ensuring the confidentiality and security of files and filing systems.

ICT Technician

Purpose: To provide support and technical advice for ICT- related activities to the AAMP Project.

Requirements: A Diploma or Degree in Information Technology or equivalent. Minimum of 2-3 years in an ICT support/technician role. Experience with Microsoft Windows, Microsoft Exchange, and Active Directory is an advantage. Ability to critically analyse a symptom, diagnose a fault, plan and take appropriate action on equipment including PCs, printers, multifunction copiers, sound boards, lighting equipment and networking etc.

Duties: Assist ICT Service provider with ICT support, knowledge management and projects. Assist in creating a structured approach to rolling out new hardware and software. Implement specialist safeguarding software across all designated devices. Develop a maintenance schedule for all computer hardware, software and networks and ensure it is followed. Ensure server backup policies are working and maintained.

Marketing and Communication Automation Specialist

Purpose: The Marketing Automation Specialist will be responsible for managing the project's automation platform and fully leveraging its capabilities. Working closely with the project manager this role will implement all programmatic and operational initiatives through the marketing and communication automation platform.

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Requirements: A Bachelor's Degree in Marketing, Communications, Public Relations, or Journalism or equivalent is a minimum requirement. 3-5 years' experience in the Communications environment. Experience in marketing automation. Computer literacy (MS Word, Excel, PowerPoint). Excellent written and verbal communication skills in at least two official languages. Ability to function effectively under pressure and be deadline orientated. Ability to deal with National and Provincial government departments, stakeholders and staff in an appropriate manner. Ability to function independently, as well as within a team.

Duties: Development of the project's marketing and communication automation plan as derived from the approved communication strategy. Manage marketing automation efforts and processes, proactively researching and implementing the latest best practices, strategies, and industry standards. Development and execution, including segmentation, testing, and deployment, and continually evaluating improvements of the automation systems. Maintain Marketing Automation integration with CRM and assist in the integration of additional platforms into the marketing automation software. Responsible for producing working implementation (code) from functional/technical documents like a functional specification. Work with the project team to define KPIs, create reporting, and analyze campaign performance.

Supply Chain Officer

Purpose: The Supply Chain Officer is primarily responsible for the asset inventory of the AAMP Project. Under the supervision of the Supply Chain Coordinator, the Supply Chain Officer has the responsibility for the daily procurement activities in the project from the request to the delivery of goods, works and services.

Requirements: A 3-year National Diploma or Bachelor's Degree in Supply Chain Management/ Procurement or equivalent is a minimum requirement. 1 - 3 years minimum management experience. Organisational and government structures Applicable legislative and regulatory framework Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. SCM Regulations, practice notes, circulars, and policy frameworks.

Duties: Facilitate the procurement of office equipment, computer, furniture, stationary and other consumables that are procured timeously and within budget parameters, and processes. Assist in the Management of the project procurement Model. Update and maintain a supplier database. Register suppliers on Logistics or similar systems. Request and receive quotations. Ensure suppliers are registered on the CSD and are compliant with relevant legislation. Capture specifications on the electronic purchasing system.

Monitoring and Evaluation Coordinator

Purpose: The Monitoring and Evaluation (M&E) Coordinator will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the AAMP Project.

Requirements: A Honour's Degree in Agricultural Economics or project management. Advanced certificate in M&E, statistics or economics will be an added advantage. 4-5 years' minimum experience in an M&E position responsible for implementing M&E activities. Experience in designing, implementing, and operating project M&E systems. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.

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Duties: Support the development of the M&E Systems in line with project requirements. Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures. Lead efforts in reviewing existing evaluation approaches and promoting more rigorous and impact-oriented evaluation design.

Develop the overall framework, for project M&E, such as mid-term project reviews, impact assessment and final evaluation. Develop a project Performance Monitoring Plan with relevant data collection systems. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.

Please forward your applications to hrrecruitment@namc.co.za Closing date: 18 June 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.