

Job Title:	Economist: Agricultural Regulatory Measures
Type of Position	Permanent
Reporting to	Senior Manager: Agricultural Regulatory Measures
Based:	Pretoria
Reference No:	HRREC018/23

QUALIFICATION AND EXPERIENCE:

BSc in Agricultural Economics/ Agriculture. Master's degree in Agricultural Economics will be an added advantage. At least 2 years' experience in the agricultural sector environment. Good understanding of and/or experience working in public entities or other relevant organisations. Experience in conducting research.

KNOWLEDGE AND SKILLS

Marketing Strategies, Business Environment, Agricultural Environment, Legislation, Financial Principles, Document Administration, Events Management, Project Management, Facilitation, Analytical Advanced Writing, Presentation, Computer Literate, Interpersona, and Advanced Communication

KEY DUTIES AND RESPONSIBILITIES

1. Management Assistance & Stakeholder Engagement

Divisional Strategic and Management Support

- Assist with the development of divisional strategic plans.
- Assist in preparation of divisional presentations.
- Assist with Risk Register.

Assist in Ministerial Trustee Induction:

- Coordinate logistics (venue, time and agenda),
- Induction pack that includes the SLA (between Trustees and NAMC)
- Preparation of presentations and report

Preparations of reports:

- Assist in preparations of quarterly and CEO reports:

- Assist in reporting on the terms of Ministerial Trustees,

Preparation of submissions:

- Management Committee, Council, and Ministerial.
- Assist in preparation of Annual Report and an engagement with Provincial departments and related stakeholders.

2. Market Access to all participants Transformation work

- Coordinating the TRC meetings and minutes (internal or with external);
- Attending industry transformation meetings (committees), congress, symposium and conferences or workshops.
- Assist in reviewed of the transformation business plans.
- Draft letters responding to industry proposals.
- Coordinating M&E of transformation projects.
- Assist in attendance of the AgriBEE Forum meetings.
- Ensure that Transformation Digest is developed and published bi-monthly

3. Smallholder Market Access Tracker (SMAT) project

- Representing Agri Trusts Division on SMAT Steering Committee
- Assist in writing a report for SMAT project.
- Assist in implementation of the SMAT project when requested.
- Assist in Market and intelligent reports.

4. Viability of Agricultural Sector

- Assist in Monetary and Evaluation trusts:
 - Attend when assigned of trust meetings,
 - Develop Status of Trust report (share – Minister),
 - Host Trust workshop – and publish a report,
- Assist in Monitoring the implementation of transformation.
 - Trust beneficiaries need to do real transformation.

- Assist in ensuring that the Agri-Trust Digest is developed and published bi-monthly.
Statutory measures work
- Assist in investigation of the statutory measures' application when request.
- Assist in facilitation of the appointment of inspectors.
- Assist in facilitation of the process to obtain ministerial approval for the use of surplus funds.
- Assist in attendance at the Industries Board / Annual General meeting when requested.

5. Export Earnings from Agricultural Products

- Assist in meeting attendance; arrangements Annual Conference; Steering Committee meetings and minutes; convening of the Steering Committee meetings; Implementation of AFRICAP; as well as development of the FANRPAN Digest and ensure that it is published bi-monthly.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **25 February 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. Short-listed candidates will be subjected to reference checks and qualification verification.

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, for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.