



GOVERNMENT OF SIERRA LEONE

Ministry of Agriculture and Forestry

REQUEST FOR EXPRESSION OF INTEREST

VACANCIES – INDIVIDUAL SELECTION)

Date of Issue: 4th November, 2019.

The Ministry of Agriculture and Forestry has received fund from **the Government of Sierra Leone** towards the implementation of the **NATIONAL FERTILIZER REGULATORY AGENCY (NaFRA)** and intends to apply the proceeds for the following positions.

Fertilizer is considered as a critical input in addressing low productivity associated with soil infertility and soil nutrient deficiencies, there has not been any regulation on fertilizer quality control in the country. This undermines government's effort to achieve food security and reduce the hunger gap. The need for quality assurance in fertilizer marketing and use is a concern for the Ministry of Agriculture and Forestry (MAF) in its drive to increase crop yields.

Fertilizer dealers import and sell fertilizers without being checked by the government to ensure that they are appropriate and meet minimum standards to support crop growth and environmental sustainability. Issues of nutrient deficiencies, adulteration, short weight and misleading claims and utilization are not being addressed thus resulting to little or no response to crop growth as well as production and productivity. It is against this backdrop that the National Fertilizer Policy and Act were developed and ratified by Parliament in February and November 2017 respectively.

The National Fertilizer Policy and Regulatory Act were developed in accordance with Regulation C/REG.13/12/12 relating to fertilizer quality control in the ECOWAS Region. The ECOWAS Fertilizer Regulation was gazetted on the 20th June 2017 as part of Sierra Leone's commitment to the ECOWAS while the National Fertilizer Regulatory Agency

(NaFRA) Act, 2017 was published in the Sierra Leone Gazette Vol. CXL1X, No. 40 dated 5th April 2018.

The National Fertilizer Policy is intended to safeguard the interest of farmers as well as contribute to creating an enabling environment for private sector investment in the fertilizer industry including facilitation of regional trade.

The National Fertilizer Regulatory Agency Act provides the legal regulatory framework for the implementation and enforcement of the National Fertilizer Policy. This is geared towards addressing bottlenecks that hinder the development of the fertilizer sub-sector, role of fertilizers as well as trade issues constraining the acquisition of fertilizers and food security in general. The implementation of the Fertilizer Act and Regulations will contribute to the achievement of MAF's National Agricultural Transformation Programme 2023.

1. SENIOR FERTILIZER INSPECTOR

The Senior Fertilizer Inspector shall supervise the fertilizer inspector

- (1) After the analysis of the fertilizer samples have been done, If the Senior inspector determines that the fertilizer sample does not meet the requirements specified in the present Regulations, the senior inspector will:
 - (a) Inform the Executive Director of the result of the analysis
 - (b) Hold the fertilizer until the owner of the fertilizer complies with all the requirements of these Regulations after which the inspector on behalf of the Agency shall release the fertilizer to the owner; or
- (2) Issue an order for the disposal of the fertilizer in a manner determined by the Minister.
- (3) The owner of the fertilizer that does not meet the requirements specified in the present Regulations may appeal in writing within fifteen (15) days after receipt of the notice of the results of the analysis.
- (4) The Agency shall, within fourteen (14) days after the receipt of the appeal, forward the reference sample of the fertilizer to a referral laboratory and the cost of analysis shall be borne by the appellant.
- (5) The senior fertilizer Inspector shall be responsible for inspecting the premises where fertilizers are manufactured, blended, stored to ensure that all the relevant International standards are met.

- (6) The senior fertilizer Inspector shall ensure that all environmental, health and safety standards are also met.
- (7) The senior fertilizer Inspector shall be responsible to also examine transport facilities of fertilizer dealers to ensure that all relevant standards are met.
- (8) He/she will undergo training.

Experience working within an educational setting or similar

The senior fertilizer Inspector should hold a Degree in Agriculture or Sciences from a recognized University or Tertiary Educational Institution
Working with cooperate entities in the public and private sectors.

Personal Attributes

Demonstrates ability to initiate, organize and priorities administration tasks

Demonstrates excellent communication and interpersonal skills

Demonstrates high degree of computer skills; experience in use of databases

Ability to manage conflicting and changing priorities

Ability to work effectively in a team environment to achieve team goals/deadlines

Displays a flexible approach to dealing with staff

2. FERTILIZER INSPECTOR

(1)The inspector will be responsible for taking samples of fertilizer for the purpose of analysis under the present Regulations.

(2) He/she will:

a) (Inform the owner of the fertilizer of the purpose for taking the sample/s;

b) Divide the sample into three parts and indicate on the samples as follows:

i) the owner's sample;

ii) the main sample; and

iii) the reference sample; and

c) Seal each sample in a manner that it cannot be opened without breaking the seal.

(3) The Inspector and owner of the fertilizer will sign each of the sealed samples.

(4) The Inspector will:

- a) Deliver the sample of the owner to the owner;
 - b) Forward the main sample to the designated laboratory; and
 - c) Deliver the reference sample to the Executive Director of the Agency.
- (5) After the necessary test on the fertilizer samples have been done, the Inspector on behalf of the Agency, will immediately remove the hold order and release a fertilizer , if the laboratory determines, after the analysis that the fertilizer meets the requirements specified in the present Regulations.
- (6) He/she shall undergo training and provided with the relevant tools.
- (7) He/she shall be supervised by the Senior fertilizer inspector'

Education and Experience

The fertilizer Inspector should hold a Degree in Agriculture or Sciences from a recognized University or Tertiary Educational Institution.

Experience working within an educational setting or similar
Working with cooperate entities in the public and private sectors.

Personal Attributes

Demonstrates ability to initiate, organize and priorities administration tasks
Demonstrates excellent communication and interpersonal skills
Demonstrates high degree of computer skills; experience in use of databases

3. SENIOR FERTILIZER LABORATORY TECHNICIANS/MANAGER

1. The Laboratory manager plays a vital role in the overall safety of the laboratory and is responsible for
Managing the daily operations of the lab.
2. The Lab Manager takes responsibility for all aspects of the lab, including but not limited to:
Instruments/equipment, users of the lab, and supplies needed to ensure the lab runs smoothly.
Management of the Laboratory.
3. He/she should be familiar with the regulatory requirements specific to the lab and ensures all users are in compliance with those standards.

4. Review research protocols of internal and external research groups in an effort to stay abreast as to what research projects are occurring in the lab at any given time.
5. Update and maintain the Lab Safety Plan/Manual and the SDS Manual
6. Accompany the EHS Manager during Lab Inspections.
7. Responsible for all Laboratory Operation
8. Oversees laboratory safety and ensures that the laboratory remains in compliance with all national and international regulations.
9. Ensures all reagents and supplies are available when needed.
10. Manages and updates Chemical inventories and/or Risk Group Agent inventories.
11. Communicates and enforces laboratory safety rules to internal and external researchers working in the lab.
12. Ensures all users of the lab are wearing the appropriate PPE.

Ensures lab users have been trained on the correct use of the lab equipment, in addition to mentoring and disciplining lab users for not following safety policies/procedures that have been established for the lab.

13. Schedules safety training for new lab users and retraining for lab users who are in need of refresher training to include but not be limited to: equipment training, safety training and/or lab safety plan reviews and ensure the training has been documented.
14. Responsible for the maintenance/Housekeeping
15. Ensures that the laboratory is cleaned/sanitized and kept in an orderly manner.
16. Ensures all instrumentations/equipment is functioning properly to include but not limited to eyewash/safety showers and when instruments/equipment is found to be in need of maintenance/repair, he/she contacts the Equipment Engineer to have it repaired.

Education and Experience

Tertiary qualifications

Experience working within an educational setting or similar

Personal Attributes

Demonstrates ability to initiate, organize and priorities administration tasks

Demonstrates excellent communication and interpersonal skills

Demonstrates high degree of computer skills.

Ability to manage conflicting and changing priorities

Ability to work effectively in a team environment to achieve team goals/deadlines

Displays a flexible approach to dealing with staff

Able to work collaboratively and build positive relationships

Gives equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, sexual orientation or age.

4. FERTILIZER LABORATORY TECHNICIANS

Fertilizer Quality Control

The ECOWAS Fertilizer Analysis Manual shall describe the modalities and procedures for fertilizer analysis in Sierra Leone, which includes:

- a) The methods for receipt and preparation of the official fertilizer samples;
- b) The methods of analysis of the official fertilizer samples;
- c) The types of laboratory analysis required for fertilizer samples; and
- d) The required types of forms to be used in fertilizer analysis.

Duties of the fertilizer laboratory technicians

1. He/She shall be responsible for receiving and assembling fertilizer samples.
2. He/she shall be responsible for preparing samples to be analyzed.
3. He/shall assist the Senior Laboratory technician/Laboratory Manager to conduct test on fertilizer samples.
4. Prepare and maintain laboratories, lab equipment and prep room equipment through basic care, cleaning and storing.
5. Maintain a safe working environment in laboratories and prep room areas
6. Work within the requirement of the Occupational Health and Safety at Work Act, current Chemical Safety legislation and the Agency's policies and procedures.
7. Maintain equipment and chemical inventory through regular stock take management.
8. Replenish stock levels and purchase equipment where needed
9. Assist Science staff in preparing equipment and setup of laboratories to ensure practical test run smoothly and in compliance with relevant regulations
10. Ensure compliance of storage, labeling and disposal of chemicals, equipment and materials are adhered to at all times
11. Provide basic training to staff on use of new/unfamiliar equipment
12. Coordinate management of risk assessments

Education and Experience

Tertiary qualifications

The fertilizer Inspector should hold a Degree in Agriculture or Sciences from a recognized University or Tertiary Educational Institution

Experience working within an educational setting or similar

Personal Attributes

Demonstrates ability to initiate, organize and priorities administration task

Demonstrates excellent communication and interpersonal skills

Demonstrates high degree of computer skills; experience in use of databases (preferably spread sheet)

Ability to work effectively in a team environment to achieve team goals/deadlines

Displays a flexible approach to dealing with staff and able to work collaboratively and build positive relationships.

Department 3: Admin and Finance

5. Admin/Finance Officer

Ensure the day-to-day administrative affairs of NAFRA as per expectation of the management including liaising with relevant offices, stakeholders both inside and outside of the Agency. The incumbent is pivotal to the functioning of other Departments of the Agency in the day to day operations.

Roles and Responsibilities

- The Administrative Officer is the head of administration of the Agency and reports to the Executive Director
- Work with the Executive Director to coordinate the activities of the Agency as specified in the Act.
- Maintain good relations with the public and supervise offers in the Department.
- Responsible for the management of the human resources and all office equipment and logistics of the Agency.
- Work with the Executive Director to regulate and monitor the activities of stake holders of the Fertilizer Industry in the country.

- Conduct administrative investigations on behalf of the Agency relating to allegations of misconduct of staff of the Agency.
- Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondences of the Agency.
- Formulate and implement progressive HR policies, plans, strategies and performance management system for implementation
- Institute performance based incentive system and set performance targets in close consultation with other Departments and evaluates performance annually.
- Set the key performance indicators such as procurement efficiencies, training effectiveness, timely and accuracy of balance sheets, usefulness of financial data, increasing manpower efficiency and reducing headcount through multitasking and automating task.
- Carryout any other administrative assignments as requested by the Executive Director.

Required Qualification and Experience (Minimum)

- Bachelor's Degree in Administration or other related professional Administrative qualification. Possession of MBA or MSc. Knowledge in Public Administration and management will be of definite advantage.
- Minimum five years of experience in financial management.
- Experience working within an educational setting or similar.
- Demonstrates ability to initiate, organize and priorities administration tasks.
- Demonstrates excellent communication and interpersonal skills.
- Demonstrates high degree of computer skills.
- Ability to manage conflicting and changing priorities.
- Ability to work effectively in a team environment to achieve team goals/deadlines
- Displays a flexible approach to dealing with staff.
- Able to work collaboratively and build positive relationships.

Duty Station: Freetown Head Office.

6. Information Technology (IT) Officer

The IT Officer to provide IT support to staff and act as a local Help Desk support responding to all ICT queries.

Roles and Responsibilities

- Maintain regular backups of all office data stored and ensuring that all designated systems are subject to electronic and media backup and restore regime.
- Plan, coordinate, and implement network security measures to protect data, software, and hardware.
- Ensure all appropriate work is entered into the MS Dynamics database including maintaining the information so as to ensure its timeliness, accuracy, relevancy, escalation and status.
- Perform routine network startup and shutdown procedures, and maintain control records.
- Design, configure, and test computer hardware, networking software and operating system software.
- Recommend any improvement in the systems and network configurations, and determine hardware or software requirements related to such changes.
- Monitor network performance to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.
- Any other responsibility as directed by Management.

Required Qualification and Experience (Minimum)

- Applicants should possess a Degree in IT or HND, computer networking, hardware and internet operation and working experience of five years.
- Relevant working experience as an IT expert in a recognized organization or company.
- Ability to manage demands with frequent changes or delays and able to work in a team environment.
- Knowledge of Database management.
- Possess working knowledge of web servers.

Duty Station: Freetown Head Office.

7. Secretaries

The five (5) Secretaries will be deployed to the Executive Director and each of the four Heads of Departments (HODs) to effective and efficient functioning of those offices with focus on the following:

Main role and Responsibilities

- Maintenance of the Offices calendars, contacts with visitors, arrangement of appointments and meetings.
- Participate in the organization and preparation of Board and staff meetings or special meetings.
- Take meeting minutes with all necessary documentation and information.
- Preparation of high quality briefing materials for appointments, meetings, missions, etc.;
- Management of appointment, meeting and representation schedules.
- Maintenance of rosters of Board Directors' program and schedule, email and telephone lists.
- Preparation of correspondence, directives, comments on behalf of Executive Director and HODs for their signatures and making follow-up when required.
- Maintenance of the filing system ensuring safekeeping of confidential materials.
- Type correspondences, documents and reports etc, some for which are of highly confidential nature.
- Coordination of the information flows in the office and follow up on circulation files
- Screening of all incoming calls and correspondence.
- Presentation of proposals to eliminate communication bottlenecks in the office and streamline office procedures between the supervisor's office and subordinate division.
- Maintain up-to-date policy, confidential and general management files.
- Any other responsibilities assigned by the management.

Required Qualification and Experience (Minimum)

- Obtained a minimum of Diploma or Certificate in Secretarial Duty.

- Usage of computer and MS Office applications (MS Word, Excel, PowerPoint etc) is a must.
- Capability to communicate clearly and concisely in both oral and written English.
- Planning, organizing and multi-tasking; managing information and workflow.

Duty Station: Freetown Head Office.

Application Procedures

Expressions of interest accompanied by curriculum vitae and copies of degree(s) and certificates must be delivered to the address below by 9th December, 2019 at 12pm (GMT) Sierra Leone time and mention “**Position you are applying for**”.

Attn: The Permanent Secretary,

Ministry of Agriculture and Forestry

1st Floor, Youyi Building

Brookfields, Freetown, Sierra Leone

+232-76-601-492 or +232-76-97-97-27

Only shortlisted candidates will be contacted.