



GOVERNMENT OF SIERRA LEONE

Ministry of Agriculture and Forestry

REQUEST FOR EXPRESSION OF INTEREST

VACANCIES – INDIVIDUAL SELECTION)

Date of Issue: 28th November, 2019.

The Ministry of Agriculture and Forestry has received fund from **the Government of Sierra Leone** towards the implementation of the **SIERRA LEONE SEED CERTIFICATION AGENCY (SLeSCA) Act** and intends to apply the proceeds for the following positions.

SLeSCA is the National Seed Quality Control and Certification Agency of Sierra Leone. It is a Government Agency under the Ministry of Agriculture and Forestry (MAF) that spearheads the development of the seed industry including the implementation of the Seed Act. SLeSCA is charged to facilitate the release and registration of superior crop varieties; certification and quality assurance of crop seeds and facilitation of seed import and export as contained in the Seed Act, 2018 and Seed Regulations, 2019. The Seed Act was therefore, put in place with the main objective of promoting production and use of high quality seed of proven performance for the protection of farmers. SLeSCA is working with the 17 Member States of the Economic Community of West African States (ECOWAS), West African Economic and Monetary Union ((WAEMU); and Permanent Inter-States Committee for Drought Control in the Sahel (CILSS) in the implementation of the harmonized ECOWAS Regulations (c/REG.4/05/2008) governing quality control, certification and marketing of seeds and planting materials. Nationally, it is working with the Ministry of Agriculture and Forestry (MAF), Sierra Leone Agricultural Research Institute (SLARI), Seed Multiplication

Programme (SMP), National Federation of Farmers of Sierra Leone (NaFFSL), Seed Cooperatives, Seed Companies and Sierra Leonean farmers in regulating the seed industry and facilitating the provision of high quality seeds and planting materials.

The overall objective for which SLeSCA is established is to control and regulate the standards of seeds. The Agency has the following functions:

- Register and cancel the registration of seed operators (seed producers, processors, sellers, importers and exporters) in accordance with the Seed Act.
- Inspect seed fields, seed processing sites/factories, seed warehouses and seed selling outlets in order to ensure compliance with the Seed Act.
- Conduct laboratory tests of seeds in order to determine quality and authorize or refuse its sale and/or distribution to farmers.
- Conduct independent performance trials of candidate crop varieties for the purpose of release by the Variety Release and Registration Committee (VRC).
- Register and cancel the registration of released varieties on the instruction of the VRC and maintain a catalogue of crop varieties throughout Sierra Leone.
- Licence and accredit private laboratories and officers to execute the duties of the Agency.
- Undertake or cause to be undertaken, periodic studies of relevant issues relating to the seed industry with the aim of obtaining necessary information to guide the National Seed Board.
- Carry out such other functions and programmes as may be necessary for the attainment of the objective of the Agency.

Unit 1. Seed Systems and Inspections

1. Senior Seed Inspector;

Job Purpose: To supervise and control seed inspection activities in the areas of field, processing facilities/sites, stores and selling outlets in order to enforce the Seed Act of Sierra Leone.

Roles and Responsibilities

- Registers and licence seed operators (seed growers, processors, importers, exporters and sellers).
- Supervises timely inspections of seed fields, processing and storage sites in order to ensure that only seed that meet the prescribed quality standards are offered for sale.
- Plans and carries out seed field investigations through referee tests and new technical methods of field inspection and other problems which arise from time to time.
- Monitors licensed seed inspectors regularly to ensure inspections are carried according to set standards in line with the Seed Act of Sierra Leone.
- Supervises timely seed sampling so that only seed that meet the certification standards is marketed.
- Supervises the review and implementation of the field inspections manual in order to ensure that seed produced is according to the set standards
- Supervises and conducts seed inspection audits in order to ensure that the seed inspection activities are being carried out in accordance to standards.

Required Qualification and Experience (Minimum)

M.Sc in Seed Technology, Agriculture or Agriculture related field with at least 2 years working experience. B.Sc. in Agriculture with 5 years working experience. Must have worked in a similar position in a reputable Institution and is acquainted with procedures of seed certification and quality assurance. Also, must be familiar with the Seed Act 2018 and Seed Regulation 2019 of Sierra Leone.

Duty Station: Freetown Head Office with visits to the provinces

2. Seed Inspectors

Job Purpose: To register seed operators, inspect seed fields, processing facilities, warehouses and selling premises of licensed seed operators in order to enforce the Seed Act and its Regulations

Roles and Responsibilities

- Registers all seed producers, processors, importers, exporters and sellers in the country.
- Inspects all seed fields in order to ensure compliance with field standards.
- Inspects regularly seed processing sites and seed stores to ensure they are maintained to standards.
- Samples timely all new and carryover seed lots for assessment of seed quality
- Inspects regularly seed selling out lots to ensure that seed traders possess seed sellers' licenses.

Required Qualification and Experience (Minimum)

- Obtained a minimum of B.Sc or HND or Certificate in Agriculture or related field.
- Three years or more experience of carrying out registration, inspection and sampling within the National Seed Certification.
- Undergone and passed the seed inspection and seed sampling course
- One year or more of practicing seed sampling and testing experience
- Acquainted with procedures of seed certification and quality assurance.
- Familiar with the Seed Act 2017 and Seed Regulation 2019 of Sierra Leone.

Duty Station: In the Provinces

Unit 2: Seed Testing and Seed Health

This Unit will be recruiting 4 personnel viz: Senior Seed Testing Officer (1) and Seed Analysts

3. Senior Seed Testing Officer;

Job Purpose: To supervise and control quality control activities in the areas of purity analysis, germination, seed health, moisture content and other seed quality tests in order to ensure that only seeds that meet minimum quality standards are marketed in Sierra Leone.

Roles and Responsibilities

- Supervises timely seed testing in order to ensure that only seed that meet the prescribed laboratory standards are offered for sale.
- Carry out seed investigations through referee tests and new technical methods of seed testing in order to resolve problems such as tolerances, seed freshness, seed hardness and other problems which arise from time to time.
- Monitors licensed seed analysts regularly to ensure seed testing is conducted according to set standards in line with the Seed Act of Sierra Leone
- Supervises the review and implementation of the quality assurance manual in order to ensure that seed is tested according to the ISTA standards.
- Supervises the proficiency testing to evaluate the seed testing standards of the laboratory
- Supervises and conducts seed testing audits in order to ensure that seed testing activities are being carried out in accordance to standards.

Required Qualification and Experience (Minimum)

M.Sc. in Seed Technology or Agriculture or Agriculture related field with at least 2 years work experience. B.Sc. in Seed Technology or Agriculture or Agriculture related field with 5 years work experience. Must have worked in a similar position in a reputable Institution and is acquainted with ISTA Rules and Procedures. Also, must be familiar with the Sierra Leone Seed Act 2018 and its Regulation 2019.

Duty Station: Seed Testing Laboratory in Freetown

4. Seed Analysts

Job Purpose: To undertake seed testing activities in purity, germination, seed health, moisture content, weed number, seed vigor and other seed quality tests.

Roles and Responsibilities

- Receives and registers all seed samples submitted to the official seed testing station, in order to take account of all seed samples received.
- Uniformalizes the submitted samples and randomly draws working samples to ensure that quality assessment is done on representative seeds of the sample.
- Assesses the physical composition of seed samples in order to determine the purity of seed lots.
- Determines the moisture content of seed samples to establish its storability.
- Carries out weed content tests of seed samples in order to establish levels of weed content in seed lots.
- Analyze the germinability of seed samples taking into consideration parameters such as normal seedlings, abnormal seedlings, hard seeds, fresh seeds and dead seeds in order to determine the planting value of seed lots.
- Analyze seed samples for their vigor in order to assess the power of the life of seeds in a respective seed lot.
- Carries out laboratory examination of seed for the presence or absence of fungal pathogens in order to assess its health status.
- Monitors all seed testing equipment in order to timely discover faults and avoid major break downs.
- Checks through all completed seed analyses and calculates all test results to ensure that proper seed testing procedures are followed and to determine the quality levels of the seed.
- Examines extent of seed damage (mechanical or insect) in order to assess the levels of the defects.
- Stores every part of seed samples tested in order to refer to them for re-testing when necessary.

Required Qualification and Experience (Minimum)

To become a Seed Analyst, one must have:

- Obtained a minimum of Diploma or Certificate in Agriculture or equivalent
- Undergone and passed the seed inspection and seed sampling course
- Two years or more of practicing seed testing and experience within the National Seed Certification

Duty Station: Seed Testing Laboratory in Freetown and in the provinces at peak seed inspection periods.

Unit 3: Variety Release and Registration

5. Senior Trials Officer

Job Purpose: To undertake variety testing under the Sierra Leone agro-ecological sites in order to generate independent information of new varieties, spearhead the processes of new variety release and registration in the national crops catalog.

Roles and Responsibilities

- Conduct Distinctness, Uniformity and Stability (DUS) tests
- Coordinate and conduct National Variety Release Trials (NVRT)
- Conduct control growing (pre and post control) tests
- Receive, verify, and examine the application for release and registration of new crop varieties.

Required Qualification and Experience (Minimum)

M.Sc. in Plant Breeding or Agriculture or Agriculture related field with 2 years working experience in a similar position in a Research Institution or University/Tertiary Institution. B.Sc. in Agriculture or Agriculture related field with 5 years work experience. Must have worked in a similar position in a reputable Institution and is acquainted with The International Union for the Protection of New Varieties of Plants (UPOV) Convention. Also, must be familiar with the Sierra Leone Seed Act 2017 and its Regulation 2019 as well as the Sierra Leone Catalog of Crop Varieties and the West African Catalog of Crop varieties.

Duty Station: Freetown Head Office with visits to the provinces

6. Variety Testing Technicians

Job Purpose: Undertake breeding activities to maintain a steady flow of new cultivars in the seed industry.

Roles and Responsibilities

- Characterization of new cultivars (DUS testing) and Value for Cultivation and Use (VCU) testing.

- Maintaining control plots to identify the cultivar purity of seed lots.
- Generating information for the purpose of developing, revising and updating seed regulations and seed testing methodologies.

Required Qualification and Experience (Minimum)

- Obtained a minimum of Diploma or Certificate in Agriculture or equivalent
- Skilled in carrying out VCU and DUS tests.
- Over three years or more of practicing breeding activities or in a related field and in a reputable organization

Duty Station: Deployed to the Rokupr Agricultural Research Centre/Njala Agricultural Research Centre

Unit 4: Human Resources and Finance

7. Admin Finance Officer (1)

Job Purpose: Establish an accounting system to manage and maintain the accounting requirements in compliance with statutory norms.

Roles and Responsibilities

- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements and financial audits
- Monitor budgets and expenditures and contribute to preparation of budget revision
- Preparing and submitting timely and reliable Agency financial documents and reports
- Prepare Agency financial reports, statement and submit to the Executive Director and the Board as required.
- Establish a computer based monitoring system for expenditures.
- Arrange for travel and logistical support for Board members and Agency Staff.
- Represent SLeSCA in all stakeholders meeting related to accounts, finance and budget

- Carry out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of SLeSCA's work as assigned by Management

Required Qualification and Experience (Minimum)

- Degree in the Social Sciences or Accounting or other related professional qualification.
- Minimum 5 years of experience in financial management.
- Sufficient knowledge of Accounting standards and GoSL tax laws and regulations.
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis
- High integrity, strong result orientation, drive for excellence and takes initiative
- Good communication skills and fluency in English required
- Be a team player and have client focus and result orientation
- Work experience with MS Office applications is a must.

Duty Station: Freetown Head Office.

8. Information Technology 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.

9. Secretaries

The Secretaries are needed for effective and efficient functioning of the office.

Main role and Responsibilities

- Maintenance of Office 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 supervisors 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 information flows in the office and follow up on circulation files
- Screening of all incoming calls and correspondence.
- Any other responsibilities assigned by the management.

Required Qualification and Experience (Minimum)

- Obtained a minimum 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.