



## National Fertilizer Regulatory Agency (NaFRA)

### Background

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 and attain food self-sufficiency. 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.

The National Fertilizer Regulatory Agency (NaFRA) was established by an Act of Parliament in November 2017. The Act provide for the establishment of a National Fertilizer Regulatory Agency to provide for the regulation and management of commercial importation, manufacture and distribution of fertilizers in Sierra Leone and for other related matters. The National Fertilizer Regulatory Act, 2017 was 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 June 20, 2017 as part of Sierra Leone's commitment to the ECOWAS while the National Fertilizer Regulatory Agency Act, 2017 was published in the Sierra Leone Gazette Vol. CXL1X, No. 40 dated 5th April 2018. National Fertilizer Regulations, 2020 was enacted in parliament in March 2020 for the implementation and enforcement of the NaFRA Act.

The purpose of these Regulations includes the following:

- 1) Safeguard the interests of farmers against nutrient deficiencies, adulteration, misleading claims, and short weight.
- 2) Safeguard the interests of fertilizer enterprises and contribute to the creation of an enabling environment for private sector investment in the fertilizer industry.
- 3) Protect the people, animals, plants and the environment of Sierra Leone against the potential dangers associated with inappropriate fertilizer use; and
- 4) Facilitate national and regional trade in fertilizers, through implementation of principles and rules mutually agreed in the ECOWAS region to dismantle trade barriers.

The National Fertilizer Regulatory Agency (NaFRA) is seeking suitably qualified and experienced personnel to fill in the following positions:

No.	Position	Number of Vacancies
1	Executive Director	1
2	Administrative Officer	1
3	Finance Officer	1
4	Procurement and Logistics Officer	1
5	ICT Officer	1
6	Fertilizer Inspector	6
7	Laboratory Technician	3
8	Executive Secretary	1
9	Office Assistant	2

10	Driver	4
11	Office Cleaner	2
12	Security Guard	2

## **Job Description for Executive Director**

### **Position Summary**

The Executive Director (ED) of the National Fertilizer Regulatory Agency (NaFRA) is charged with the responsibility for the overall management, supervision and direction of NaFRA's operations and activities. She/he ensures the economic well-being of the Agency. The ED works closely with the Agency's Board and provide technical advice to the Board on policy issues and decisions as they may affect the Agency. She/he ensures that NaFRA's activities are implemented in accordance with Regulation C/REG.13/12/12 relating to fertilizer quality control in the ECOWAS Region. She/he ascertains that all resolutions of the Agency's Board are implemented effectively and efficiently. The ED functions within the authority prescribed in the National Fertilizer Regulatory Agency Act, 2017.

### **Key Relationships**

The Executive Director reports directly to the National Fertilizer Regulatory Agency Board.

### **Direct Reports**

- Finance and Administrative Manager
- Planning, Management and Information Manager
- Fertilizer Inspection and Compliance Manager
- Laboratory Services Manager

### **Other Key Relationships**

- National Regulatory Agencies and Departments
- International and Regional Fertilizer institutions including other related institutions
- Non-Governmental Organisations

### **Main Duties and Responsibilities**

The Executive Director shall be responsible to the Board for the performance of the following functions:

- a) Receiving applications and register importers, exporters and manufacturers of fertilizer;
- b) issuing licenses to importers, exporters and manufacturers of fertilizer in such form as may be prescribed;
- c) imposing such conditions to the license as may be prescribed, including suspension or revocation of a license;
- d) providing overall leadership in the conduct and management of the day-to-day business or activities of the Agency;
- e) monitoring and supervising the preparation of the annual budgets and reports of the Agency for review and approval by the Board;
- f) overseeing the work and discipline of the other staff of the Agency; and

- g) carrying out such other functions as may be assigned by the Board or necessary for the purposes of the Agency.
- h) develop project proposals and budget for submission to donor agencies for funding where necessary.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

### **Profile required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- ❖ Minimum MSc. degree in Soil Science or Agronomy and other relevant certification in the field agriculture.
- ❖ At least 8 years work experience in managerial or executive management capacity with good knowledge of advanced agriculture, fertilizers, business and management techniques.
- ❖ Excellent communication skills in English (especially in public speaking) and interpersonal skills
- ❖ Strong ability to foster networks and partnerships
- ❖ Good leadership and management skills
- ❖ Must be willing and able to work as part of a team or in most cases lead a team
- ❖ Ability to motivate other members of staff to enhance the Agency's productivity
- ❖ Must be able to pay keen attention to details
- ❖ Excellent problem solving and analytical skills
- ❖ High sense of responsibility, commitment and integrity
- ❖ Ability to coordinate the affairs and operations of the Agency
- ❖ Good computer skills (MS Word, Excel and Power Point applications)
- ❖ Good knowledge and understanding of Public Administration
- ❖ Good understanding of business functions such as finance, public relations and marketing will be an added advantage

### **Job Description for Administrative Officer**

#### **Position Summary**

The Administrative Officer (AO) will be responsible for operational and providing administrative support to NaFRA, clients and other stakeholders of the Agency. The AO will organize and coordinate administration duties and office procedures and leads in creating a pleasant work environment, and ensuring high levels of organizational effectiveness, communication, and safety. The AO assists the Finance and Administrative Manager in organizing the Agency's records and maintaining inventory of office supplies. Responsible for event planning and organization including overseeing the activities of office cleaning staff and maintenance vendors. Keep accurate records for all administrative matters and provide regular update to the Finance and Administrative Manager. Maintain up-to-date administrative record system. The Administrative Officer will manage the front desk, and as such is the initial point of contact for all employees and visitors. The Administrative Officer ensures that the administrative activities within the Agency run smoothly daily.

#### **Key Relationships**

The Administrative Officer reports to the Finance and Administrative Manager.

## **Main Duties and Responsibilities**

- Maintaining hard copy and electronic filing system of all Agency's documents;
- Organizing and scheduling meetings including appointments within the office and ensure appropriate communication, prepare meeting rooms; arrange bookings and reservations for conferences;
- Preparing agendas and attendance registers for meetings and workshops;
- Tracking the utilization of office consumables and maintaining administrative tracker logs;
- Manage and monitor the availability of accessories, equipment, stationery, office supplies and office stock; Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed;
- Maintaining proper office condition and arranging necessary repairs;
- Addressing employees' queries regarding office management issues (e.g. stationery etc.);
- Managing information and workflow;
- Coordinating with ICT staff on all office equipment and IT related issues;
- Provides advice and recommendations on administrative procedures and practices;
- Overseeing the general workers responsibilities and ensure that the office is kept clean at all times and ensure office orderliness and professional appearance;
- Ensuring that special holiday messages are recorded and communicated to the relevant personnel as required;
- Maintaining an up-to-date contact list for the Agency, both internal and external contacts;
- Liaising with facility management vendors;
- Assisting with coordinating procurements (preparing Purchase Request and ordering business cards for all employees);
- Assists with preparation administrative budgets and reports for the Agency and/or funding agencies;
- Office space management and ensuring the office building meets fire, health, and safety requirements.
- Attend meetings and record notes and messages for managers.
- Prepare monthly, quarterly and annual administrative reports;
- Carry out other duties as required and assigned by the Finance and Administrative Manager or NaFRA management.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

## **Profile required (Person Specifications)**

### **Qualification, Professional Experience and Skills**

- Preferably Bachelor's degree in Business Administration or related field
- Possess a minimum of 4 years' practical experience as Administrative Officer or in similar capacity such as Office Administrator preferably with government Ministries, Departments and Agencies;
- Knowledge of principles and techniques employed in effective office administration and management;
- Knowledge of effective government procedures and practices in the fields of personnel administration will be an added advantage;
- Demonstrates ability to initiate, organize and priorities administration tasks.
- English language fluency (strong written and verbal communication skills) required; ability to prepare reports;

- Proficient in Microsoft Office applications (MS Word, Excel, Power Point and Outlook)
- Strong ethics, with an ability to manage confidential data;
- Proven multitasking abilities;
- Strong individual initiative, including the ability to manage daily activities and achieve expected results with minimal oversight;
- Displays a flexible approach to dealing with staff
- High level of integrity, credibility and commitment;
- Possess notable organizational skills and the ability to provide organization and structure that others can follow;
- Able to comprehend and communicate written policies and procedures;
- Ability to make independent decisions;
- Good team player with problem-solving and sound decision-making skills;
- Ability to establish and maintain satisfactory relationships with the public, private industry and government personnel;
- A creative mind with an ability to suggest improvements.
- Able to maintain and promote professionalism in interaction with team members and clients;
- Relevant working experience with public/private sector institutions will be an added advantage.

### **Job Description for Finance Officer**

#### **Position Summary**

The Finance Officer (FO) will be responsible for providing financial support to NaFRA staff, clients and other stakeholders of the Agency. In collaboration with other NaFRA staffs, the FO assists the Finance and Administrative Manager in the preparation of the Agency's financial policies, budgets and budget reviews including audits. Keep accurate records for all daily transactions; monitors day-to-day financial performance and provide regular update to the Finance and Administrative Manager. Maintain up-to-date financial record system.

#### **Key Relationships**

The Finance Officer reports to the Finance and Administrative Manager.

#### **Main Duties and Responsibilities**

- Assists with preparation and monitoring of annual comprehensive budgets and all financial reports for the Agency and/or funding agencies including the attention of the Agency's Board;
- Assists the Finance and Administrative Manager in implementing financial policies and procedures;
- Participates in the development of budget proposals;
- Assists in the financial audits as required;
- Maintains appropriate filing of financial records, and ensures proper backup of all files;
- Provides advice and recommendations on financial procedures and practices;
- Prepares all bank deposits; carry out bank account reconciliations on a monthly basis and when needed, communicates with the bank to understand and reconcile any discrepancies;
- Prepares requests for cash and ensures all disbursements have appropriate supporting documents;
- Reconciles cash advances for specific activities once completed;

- Monitors, manages and reconciles petty cash;
- Produces invoices and ensures they contain the necessary information to facilitate timely payment;
- Follows up on outstanding invoices; Identifies funds received, match them to the Units of the Agency or proposed activities and ensures they are recorded manually or in the computer system;
- Ensures all expenses and requests for disbursements are approved by the appropriate authority;
- Prepares all cheques within specified time lines;
- Ensures all accounts payable are recorded manually or in the computer system; Follows up on invoice discrepancies with suppliers;
- Prepare monthly, quarterly and annual financial reports;
- Carry out other duties as required and assigned by the Finance and Administrative Manager or NaFRA management.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

### **Profile required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- BSc. in Finance, Accounting or Economics
- Possess at least 3 years' practical experience as Finance Officer or in similar capacity performing all duties related to the complete accounting cycle up to and including the production of income statements, balance sheets and cash flows.
- Knowledge of financial regulations
- Experience using financial software
- Excellent analytical and numerical skills
- Proficient in Microsoft Office applications (MS Word, Excel and Power Point)
- Strong knowledge of financial and accounting procedures
- Strong ethics, with an ability to manage confidential data
- Excellent organizational and multitasking abilities
- Strong attention to details and accuracy
- High level of integrity, credibility, commitment and dedication
- Good verbal and written communication skills including interpersonal skills
- Good team player with problem-solving and sound decision-making skills
- Good time management skills
- Able to comprehend and communicate written policies and procedures
- Able to maintain and promote professionalism in interaction with team members and clients;
- Relevant working experience with public/private sector institutions will be an added advantage

### **Job Description for Procurement and Logistics Officer**

#### **Position Summary**

The Procurement and Logistics Officer (PLO) will be responsible for ensuring proper functioning of supply chain management including procurement planning, purchasing of goods, works, services, transportation, and storage. To facilitate a transparent cost effective and compliant in process of procurement and logistics for the Agency to meet the requirements of the various units needs on time, considering value for money. Responsible for the procurement of goods, works and services by identifying supplier

sources, screening them, and negotiating favorable payment terms. The PLO is responsible for preparing the Agency's logistics and procurement budgets in collaboration with other NaFRA staffs. Maintain accurate records for all procurement and logistics transactions. Provide support to Finance and Administrative Manager in the development of NaFRA's Procurement and Logistics Policy in line the National Procurement Act and Regulations.

### **Key Relationships**

The Procurement and Logistics Officer reports to the Finance and Administrative Manager.

### **Main Duties and Responsibilities**

- Provide administrative support to sourcing, supplier selection and evaluation, quality management, procurement introduction and supplier performance management;
- Organize procurement processes including preparation and conduct of goods, works and services (EOIs, RFPs, RFQs, NCBs and ICBs), receipts of quotations, bid of proposals, their evaluation and negotiation of certain conditions of contracts;
- Review procurement requests and ensure all supporting documents including contracts are attached, prepare submissions to Procurement Review Committee (PRC);
- Conduct bid openings and evaluations to perform quality assurance for procurement activities;
- Ensure implementation of tender and procurement committee decisions;
- Lead the preparation of annual procurement plans and budget;
- Develop procurement tracking tool to facilitate timely communication of procurement needs; provide status update on progress of procurement to ensure effective and efficient service delivery;
- Take lead in developing a pre-qualified supplier's list;
- Ensure that requisite quotes are obtained from the list of approved supplies and ensure that such purchases are adequately supported by Local Purchase Orders (LPOs), Invoices and delivery notes;
- Prepare weekly requisition status reports, providing the most updated information about the status of each requisition;
- Follow up with supplies for timely delivery of supplies as required and address any deficiencies and/or discrepancies;
- Liaise with the Finance and Administrative team to ensure smooth flow of the invoicing and payment processes;
- Manage the Agency's fleet and ensure fleet security;
- Developing, updating and overseeing the application of appropriate quality control in procurement;
- Ensure compliance with national regulations, policies and practices in the implementation of procurement activities;
- Prudently ensure that NaFRA gets value for money for all goods, works and services without any quality compromise;
- Ensure that NaFRA conducts business with compliant suppliers of goods, works and services by conducting due diligence on them;
- Perform back up duties to the administration and within the procurement team as needed to maintain optimum performance;
- Maintains appropriate filing of procurement and logistics records and ensures proper backup of all files;

- Ensure the setting up of an up-to-date store inventory and stationary records system;
- Provides advice and recommendations on procurement procedures and practices;
- Analyze logistical problems and proffer solutions to address them;
- Perform any other tasks and duties the Agency may reasonably request in relation to its mandate.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

### **Profile Required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- Bachelor's degree in a relevant field of study, preferably in Logistics and Supply Chain, Accounting, Business Administration, or any related discipline in Public Procurement Management;
- Previous work experience for at least four (4) years in procurement and Logistics management in a reputable institution;
- Strong knowledge in public procurement and logistics procedures plus relevant trainings in public procurement and logistics is an added advantage;
- Good working knowledge of procurement and stocks management;
- Strong attention to detail and maintaining a timely and efficient work flow;
- Excellent analytical and numerical skills;
- Proficient in Microsoft Office applications (MS Word, Excel, Power Point and Outlook);
- Ability to multi-task and to prioritize work amidst competing demand;
- Strong ethics, with an ability to manage confidential data;
- Excellent organizational and multitasking abilities;
- Sound knowledge in planning and management;
- Strong interpersonal skills; courtesy, tact and patience
- High level of integrity, credibility and commitment
- Good verbal and written communication skills;
- Good team player with problem-solving and sound decision-making skills;
- Be dependable and hardworking;
- Good time management skills;
- Able to comprehend and communicate written policies and procedures;
- Able to maintain and promote professionalism in interaction with team members and clients.

### **Job Description for Information Communications Technology (ICT) Officer**

#### **Position Summary**

The Information Communications Technology (ICT) Officer will monitor and provide support to maintenance of computer systems and networks. Set up computer systems or resolve issues such as troubleshoot system and network problems, diagnosing and solving hardware or software faults. She/he will support the Senior ICT Officer to ensure smooth operations of ICT equipment and services at NaFRA premises.

#### **Key Relationships**

The ICT Officer reports to the Senior ICT Officer



## **Main Duties and Responsibilities**

- Together with the Senior ICT Officer, ensure the provision of an effective and appropriate ICT service designed to meet the needs of the Agency.
- Provide first line assistance to users when problems arise with systems such as troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Carry out computer repairs and replace parts as required.
- Conduct electrical safety checks on computer equipment.
- Maintain local and wide area networks and support remote working.
- Contribute to the development of policies relating to ICT, Information and Security including implementation, monitoring and supervision.
- Provide support in the testing and evaluation of new technologies including M&E systems e.g. database systems, websites etc.
- Enhance office IT system through appropriate upgrades and report to the Senior ICT Officer on changes or improvements required.
- Help install and support of all ICT hardware and software.
- Assist the Senior ICT Officer in supervising routine network startup and shutdown procedures and maintain control records.
- Carry any other responsibilities as directed by NaFRA Management.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

## **Profile required (Person Specifications)**

### **Qualification, Professional Experience and Skills**

- ❖ BSc. degree in IT, Computer Science or other relevant qualifications or equivalent working experience and professional certifications.
- ❖ At least 3 years relevant working experience.
- ❖ Good understanding of current IT security and data protection standards.
- ❖ Hardware knowledge including computers, printers, servers, network devices, etc.
- ❖ Experience of training/coaching individuals in ICT skills at different levels of ability.
- ❖ Strong diagnostic and communication skills to resolve and provide IT support to remote users.
- ❖ Advanced knowledge of Windows Operating Systems and MS 365 Applications.
- ❖ Strong knowledge in data base management.
- ❖ Experience in building and maintaining LANs, server administration, and installing, configuring of computers and all related accessories.
- ❖ Good communication skills in English (written and oral), interpersonal and teamwork skills.
- ❖ Ability to work under pressure with limited supervision.
- ❖ Ability to prioritize and successful undertake multiple tasks.
- ❖ Able to develop and maintain effective relationships with work colleagues, service providers and other stakeholders.
- ❖ Good working experience in providing customer support.

## **Job Description for Fertilizer Inspector**

### **Position Summary**

The Fertilizer Inspector (FI) shall supervise the Senior Fertilizer Inspectors (SFI). She/he shall be responsible to ensure that fertilizer dealers are registered and licensed as well as comply with the provisions in National Regulatory Agency Act, 2017 and the

National Fertilizer Regulations, 2020. The FI shall routinely provide report on compliance issues to the Senior Fertilizer Inspector for appropriate action. The FI will ensure compliance with all environmental, health and safety standards.

### **Key Relationships**

The Fertilizer Inspector reports to the Senior Fertilizer Inspector.

### **Main Duties and Responsibilities**

- Visit fertilizer dealers and ensure that they are registered with the Agency.
- Inspect certificate of registration of fertilizer importers, manufacturers, and blenders including distributors and retailers to ensure that the certificate of registration is up to date.
- Conduct routine inspection visits to warehouses, storage or sales points of fertilizer importers, manufacturers and blenders including distributors and retailers to inspect labelling and packaging of fertilizer bags, to ensure compliance with labelling and packaging standards as well as storage conditions specified in the National Fertilizer Regulations, 2020.
- Sampling of fertilizer in a safe and representative manner, and label them accordingly for the purpose of analysis.
- Confirm availability of the requisite equipment and safety kit in fertilizer dealer's premises to ensure compliance with the National Fertilizer Regulations, 2020;
- Examine transport services of fertilizer dealers and ensure that the fertilizer is appropriately handled to prevent deterioration in its quality; ensuring comply with all relevant standards.
- Work closely with the Laboratory Services Unit team.
- Regularly document and report violations of the Fertilizer Act and its Fertilizer Regulations to the Senior Fertilizer Inspector for appropriate action.
- Carry out other duties as required and assigned by the Senior Fertilizer Inspector or NaFRA management.

**Duty Station:** Based in Freetown but can be relocated to the provinces.

### **Profile required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- ❖ BSc. degree in Agriculture or related discipline and experience in dealing with fertilizer operations; agriculture background preferred
- ❖ At least 3 years professional work experience
- ❖ Good communication skills in English (written and oral)
- ❖ Good report writing skills
- ❖ Able to comprehend and communicate written policies and procedures
- ❖ Excellent analytical and numerical skills
- ❖ Ability to multi-task and to prioritize work amidst competing demands
- ❖ Ability to maintain and promote professionalism in interaction with team members and clients
- ❖ Ability to identify, analyse and solve problems in the field of operation
- ❖ Ability to work on own initiative with limited supervision
- ❖ Ability to work in any environment/situation (rural or urban)
- ❖ Must be self-motivated and can maintain high level of self-imposed discipline
- ❖ Proficient in Microsoft Office applications (MS Word and Excel)

## **Job Description for Fertilizer Laboratory Technician**

### **Position Summary**

The Laboratory Technician shall be supervised by the Fertilizer Laboratory Manager. She/he will be responsible for receiving, labeling and analyzing fertilizer samples. The Fertilizer Laboratory Technician shall conduct fertilizer quality tests by applying standard operating procedures and produce analytical reports.

### **Key Relationships**

The Fertilizer Laboratory Technician reports to the Fertilizer Laboratory Manager.

### **Main Duties and Responsibilities**

- Prepare fertilizer samples and conduct relevant fertilizer quality tests using standard operating procedures to confirm claims (guaranteed analysis) on the fertilizer product and other relevant considerations in line with the National Fertilizer Regulations, 2020.
- Ensure that standard handling and safety procedures are strictly followed
- Record laboratory analytical data and timely produce correct laboratory analysis report.
- Take responsibility for designated instrument(s) and undertake timely and correct calibration of instruments to ensure integrity of instrument data outputs.
- Ensure proper care and maintenance of the laboratory facility to keep the laboratory as a good and safe work environment.
- Carry out other duties as required and assigned by the Fertilizer Analytical Manager.

**Duty Station:** Based in Freetown with occasional travels to the provinces.

### **Profile required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- ❖ BSc. degree in Chemistry or closely related field is highly desired.
- ❖ Minimum of 4 years proven professional work experience (theoretical and practical) as laboratory technician in the field of fertilizers or related field such as soils; fertilizer manufacturing experience is a plus.
- ❖ Have knowledge of laboratory techniques such as Spectrophotometry, Atomic Absorption Spectrometry, Gas Chromatography, Gas seizing, High Performance Liquid Chromatography, Ion Chromatography, Near Infrared Spectrometry, X-ray Wavelength Dispersive Spectrometry, Total Carbon/Nitrogen Spectrometry, pH – metry, Conductivity, Refractometry, Turbidimetry, Viscosimetry, Gravimetry, Electrochemistry including Cold vapor atomic absorption spectrometry, Flame atomic absorption spectrometry, High Performance Liquid Chromatography, Hydride generation atomic absorption spectrometry, Flame atomic absorption spectrometry and Cold vapor atomic absorption spectrometry.
- ❖ Ability to use a wide variety of laboratory equipment and materials
- ❖ Ability to perform routine maintenance on laboratory equipment and determine when and what kind of maintenance is required.
- ❖ Strong attention to details and accuracy
- ❖ Ability to communicate effectively in written/spoken English.
- ❖ Excellent analytical and time management skills
- ❖ Good teamwork skills
- ❖ Ability to record test results accurately and prepare technical reports.

- ❖ Should be computer Literate (ability to operate standard computer software applications such as Microsoft word and Excel)
- ❖ Ability to use scientific rules and methods to solve problems
- ❖ Able to comprehend and communicate written policies and procedures
- ❖ Ability to use own initiative with limited supervision
- ❖ Ability to work autonomously and under pressure
- ❖ Ability to handle multiple tasks simultaneously and meet deadlines
- ❖ Able to maintain and promote professionalism in interaction with team members and clients.
- ❖ Adaptable to changing work environment
- ❖ Safety minded: lead by example and support the Agency's initiatives
- ❖ Carry out other duties as required and assigned by the Senior Fertilizer Inspector or NaFRA management.

## **Job Description for Executive Secretary**

### **Position Summary**

The Executive Secretary will be responsible for carrying out general office co-ordination and information-flow management and providing secretarial and other related duties. The incumbent will support the Executive Director (ED) to organize and maintain executive schedules and assist the ED by performing a variety of administrative tasks.

### **Key Relationships**

The Executive Secretary reports to the Finance and Administrative Manager.

### **Main Duties and Responsibilities**

- Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Maintenance of the Offices calendars, contacts with visitors, arrangement of appointments and meetings.
- Attending meetings and keep minutes
- Receiving and screening incoming phone calls and redirecting them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Preparation of correspondence, directives, comments on behalf of Executive Director and NaFRA Units Heads 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
- Any other responsibilities assigned by the Administrative Officer or NaFRA management.

**Duty Station:** Based in Freetown

### **Profile required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- A minimum of Diploma in Secretarial Studies or related field

- Possess a minimum of 4 years practical experience in similar capacity, preferably with government Ministries, Departments and Agencies;
- Excellent verbal and written communications skills;
- Good time-management and multitasking abilities;
- High proficiency in Microsoft Office applications (MS Word, Excel, Power Point and Outlook etc.) is a must; comprehensive ability to effectively utilize a computer, peripherals, and related word processing, spreadsheet and database management programs;
- Strong ethics, with an ability to manage confidential data; handle confidential documents ensuring they remain secure;
- Able to maintain professionalism in interaction with team members and clients;
- Experience in supporting a Board of Directors including the preparation of Board packages will be an added advantage

### **Job Description for Office Assistant**

#### **Position Summary**

The Office Assistant will be responsible for undertaking minor office runs and clerical duties in the office. He will be responsible for delivering letters and other official documents to clients, partners and other NaFRA related institutions. He will report to the Administrative Officer

#### **Key Relationships**

The Admin. Assistant reports to the Administrative Officer.

#### **Main Duties and Responsibilities**

- Sorts and distributes letters and other official documents to the appropriate recipient in a timely manner as required
- Assists with organising NaFRA events when necessary
- Assists Administrative Officer in arranging meetings venues and providing the requisite materials and equipment
- Photocopies, scans, and assists in the filing of official documents
- Assists the Procurement and Logistics Officer in maintaining stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
- Assists the Administrative Officer in the monitoring level of office supplies for appropriate action
- Maintain trusting working relationships with colleagues and clients
- Perform receptionist duties when needed
- Supports the Administrative Office in ensure timely servicing and repair of office equipment.
- Officially perform any other duties assigned by NaFRA management.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

#### **Profile Required (Person Specifications)**

##### **Qualification, Professional Experience and Skills**

- ❖ Secondary level education, preferably Minimum SSS2 or GCE 'O' Level
- ❖ At least 3 years of related work experience
- ❖ Good understanding of office management procedures
- ❖ Working knowledge of office equipment

- ❖ Possess basic computer literacy skills
- ❖ Ability to maintain a high level of confidentiality
- ❖ Enthusiastic and Reliable
- ❖ Basic speaking, writing and reading in English
- ❖ Hard working and committed
- ❖ Good physical fitness
- ❖ Good interpersonal skills
- ❖ Ability to execute task on time with minimal supervision
- ❖ Ability to interact with others in respectful manner, and reacts constructively to performance feedback from supervisor and other staff members
- ❖ Positive and constructive approach to daily work activities
- ❖ Good time management skills
- ❖ Must not exceed 35 years of age

### **Job Description for Driver**

#### **Position Summary**

The Procurement and Logistics Officer shall supervise the Driver. She/he will drive authorized passengers, transport goods and services (information) and check the mechanical condition of NaFRA's vehicle regularly and act accordingly in line with NaFRA Policies and national road safety laws. She/he ensures safety, security and ease of movement of people and materials.

#### **Key Relationships**

The Driver reports to the Procurement and Logistics Officer.

#### **Main Duties and Responsibilities**

- Drive NaFRA vehicles/authorized passengers to specified destinations as approved by the supervisor in line with NaFRA vehicle usage policy;
- Ensure that assigned vehicle documents (license and insurance) are up to date and available for inspection by appropriate authorities while on duty;
- Notify your supervisor to renew vehicle documents one month prior to expiration date;
- Ensure that all passengers fix and fasten their seat belts while on board any assigned vehicle;
- Deliver packages, goods and mails and any other information to specified people, places and offices in line with NaFRA policies;
- Ensure that all parts of the vehicle are working correctly every day; perform routine checks on the vehicle status/condition e.g., engine oil, water, nuts, battery water, license, brakes, tyre pressure etc. prior to any journey;
- Ensure that all passengers feel comfortable and safe when riding NaFRA vehicles;
- Undertake regular vehicle repairs e.g., correcting hard start, tightening bolts and nuts, topping up battery water, etc. to ensure travel safety;
- Take responsibility to ensure that the vehicle is always authorized and logged correctly;
- Handle, drive and park the assigned NaFRA vehicle in a professional manner;
- Keenly monitor the security of vehicle including luggage or goods on board the vehicle;
- Adhere and fully respect NaFRA's Fleet Management Policy and Standard Operating Procedures (SOP);
- Obey all national road safety laws at all times;
- Maintain up-to-date vehicle logbook and always present it to the appropriate authority when requesting for fuel;

- Report all major and minor damages on the vehicle to the Procurement and Logistics Officer for appropriate action;
- Prepare and submit vehicle monthly reports in line with NaFRA's Vehicle Management Policy;
- Maintains a clean and respectful appearance (self and vehicle);
- Interact with others in respectful manner, and reacts constructively to performance feedback from supervisor and other staff members;
- Officially perform any other duties assigned by NaFRA management.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

### **Profile required (Person Specifications)**

#### **Qualification, Professional Experience and Skills**

- ❖ Secondary level education
- ❖ At least 4 years of driving work experience
- ❖ Possess up-to-date driving license
- ❖ Basic vehicle mechanic and electrical knowledge and skills is preferred; ability to undertake minor vehicle maintenance in case of road breakdowns
- ❖ Must be able to speak, read and write English
- ❖ Knowledge of vehicle movement logging
- ❖ High level of concentration on task
- ❖ Good interpersonal skills
- ❖ Ability to interact with others in respectful manner, and reacts constructively to performance feedback from supervisor and other staff members
- ❖ Positive and constructive approach to daily work activities

### **Job Description for Office Cleaner**

#### **Position Summary**

The Office Cleaner will be responsible for cleaning NaFRA's office premises, including restrooms, emptying trash bins, cleaning windows, doors, dusting furniture, and performing other related duties to promote a tidy work environment for staff.

#### **Key Relationships**

The Office Cleaner reports to the Administrative Officer.

#### **Main Duties and Responsibilities**

- Clean and maintain workspaces, common areas, offices, hallways, and bathrooms according to expected the standards.
- Sweep, mop, and buff floors as needed.
- Vacuum carpeted areas and furniture.
- Dust and polish various surfaces.
- Restock bathrooms with the requisite supplies (toiletries).
- Empty trash bins and ensure proper disposal of thrash.
- Monitor and maintain proper sanitation of the office premises at all times;
- Officially perform any other duties assigned by NaFRA management.

**Duty Station:** Based in Freetown with occasional travels to the Provinces.

## **Profile Required (Person Specifications)**

### **Qualification, Professional Experience and Skills**

- ❖ Secondary level education
- ❖ At least 2 years of cleaning work experience
- ❖ Previous work experience with private cleaning institution will be an added advantage
- ❖ Ability to use a variety of cleaning products and equipment
- ❖ Basic speaking, writing and reading in English
- ❖ Hard working and committed
- ❖ Good physical fitness
- ❖ Good interpersonal skills
- ❖ Ability to execute task on time with minimal supervision
- ❖ Ability to interact with others in respectful manner, and reacts constructively to performance feedback from supervisor and other staff members
- ❖ Positive and constructive approach to daily work activities
- ❖ Good time management skills
- ❖ Should not exceed 35 years of age

## **Job Description for Security Guard**

### **Position Summary**

To protect NaFRA assets by monitoring, reporting and defending against any breach of security. The Security Guard (SG) will be responsible for undertaking surveillance of NaFRA office premises; securing the office premises, staff, clients and visitors by patrolling, inspecting the office building, equipment and permitting entry. Also responsible for detecting any suspicious happenings, thefts or any criminal behaviour. Prevents losses and damage by reporting irregularities, informing violators of procedures, and restraining trespassers.

### **Key Relationships**

The Security Guard reports to the Administrative Officer.

### **Main Duties and Responsibilities**

- Ensure the security, safety and well-being of NaFRA personnel and visitors;
- Ensure that the office premises is safe;
- Inspect and patrol the building perimeter and premises regularly;
- Monitor NaFRA's office entrance; inspect buildings, equipment and access points;
- Authorize entrance of people and vehicles;
- Noting the entry and exit of employees, visitors, and other persons;
- Directing visitors to reception and logging their entry to the office premises;
- Secure all exits, doors and windows;
- Respond to alarms or suspicious noise including calls of security concerns, and respond in a timely manner;
- Report any suspicious security behaviours and happenings to the supervisor;
- Complete reports by recording observations, information and occurrences;
- Adhere to NaFRA's operating policies and procedures
- Addressing any infractions of building rules and/or forwarding them to the supervisor;
- Officially perform any other duties assigned by NaFRA management.



**Duty Station:** Based in Freetown with occasional travels to the Provinces.

## **Profile Required (Person Specifications)**

### **Qualification, Professional Experience and Skills**

- ❖ Secondary level education
- ❖ At least 3 years of security work experience
- ❖ Previous work experience with private security institution will be an added advantage
- ❖ Basic speaking, writing and reading in English
- ❖ High level of credibility, commitment and dedication
- ❖ Knowledge of standard security practices and procedures
- ❖ Vigilant and dependable
- ❖ Good physical fitness
- ❖ Good interpersonal skills
- ❖ Outstanding surveillance and observation skills
- ❖ Ability to interact with others in respectful manner, and reacts constructively to performance feedback from supervisor and other staff members
- ❖ Positive and constructive approach to daily work activities
- ❖ Able to maintain and promote professionalism in interaction with visitors.
- ❖ Should not exceed 35 years of age

### **How to Apply**

To apply, please send hard copies including updated curriculum vitae with at least two (2) referees, cover letter and copies of relevant documents (degrees and certificates) etc. to:

The Finance and Administrative Manager  
National Fertilizer Regulatory Agency  
55 Wilkinson Road, Freetown.

**Please include the title of the position you are applying for at the top of the envelop.**

**Soft copies should be sent to: [dennisyankson@yahoo.com](mailto:dennisyankson@yahoo.com)**

**Closing date for applications is 28<sup>th</sup> February 2022 and not later than 4pm.**

**Note:** Advert can also be found on NaFRA and Ministry of Agriculture and Forestry websites: [www.nfra.gov.sl](http://www.nfra.gov.sl) and [www.maf.gov.sl](http://www.maf.gov.sl) respectively.

NaFRA is an equal opportunity employer and does not discriminate in its selection and employment practices. Women are therefore strongly encouraged to apply. Please note that **ONLY** shortlisted candidates will be contacted for interviews. No telephone inquiries.