

Specialist: Secretariat and Stakeholder Mobilization (24 months contract) All-inclusive market-related salary package, Head Office, Pretoria.



The National Agricultural Marketing Council (NAMC) seeks to appoint a Specialist: Secretariat and Stakeholder Mobilization who is responsible for providing secretariat and stakeholder mobilization in the Agriculture and Agro-processing Master Plan (AAMP) coordination process. The incumbent reports directly to the Manager: Trade (Project Manager).

REQUIREMENTS:

An appropriate Master's Degree in Agricultural Economics or related qualification. Three (3) years' experience in agricultural research and industry engagements and practical experience (minimum 3 years) in administration of statutory measures and agricultural trusts. Sound understanding of MAP Act, the structures and conduct of the agricultural value chains.

KEY PERFORMANCE AREAS:

Upon assuming the role, the key performance areas are likely to include:

- Coordinating both high-level and technical AAMP engagements with social partners.
- Coordinating the reports and strategic inputs from social partners.
- Preparing meeting agendas, packs and circulate to attendees.
- Preparing minutes and capturing meeting resolutions for reporting to DALRRD and AAMP Executive Oversight.
- Tracking progress on the implementation of agreed resolutions and providing feedback. This includes close follow-up on time-sensitive issues.
- Ensuring decisions made during AAMP meetings are communicated to the relevant parties and maintaining statutory registers including the register of all members.
- Preparing and editing correspondence, communications, presentations, and other documents.
- Ensure the AAMP coordinating team delivers on all commitments as per the signed AAMP SLA.
- File and retrieve documents, minutes and reports when requested by Auditors.

Please forward your applications to hr@namc.co.za
Closing date: 21 March 2021

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

The NAMC reserves the right to appoint or not to appoint.

GET IN TOUCH

PLEASE FORWARD YOUR APPLICATIONS TO:

hr@namc.co.za

CLOSING DATE:

21 March 2021

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