

JOB DESCRIPTIONS FOR THE MINISTRY OF AGRICULTURE

DEPARTMENT OF AGRICULTURE

JOB DESCRIPTION

JOB TITLE: Director General

MINISTRY: Ministry of Agriculture

DEPARTMENT: Department of Agriculture

GRADE: Fixed

REPORTS TO: Permanent Secretary

RESPONSIBLE FOR: The Department

PURPOSE: To spearhead the day-to-day operations of the sector

QUALIFICATIONS: Masters in Agriculture/Management/Administration/ or related field with a first degree in General Agriculture /or related field

EXPERIENCE: 10 years of relevant work experience

SKILLS:

- IT (Word, Excel, PPT)
- Communication
- Interpersonal
- Agricultural
- Financial Management
- Report Writing
- Proposal Writing
- People Management
- Leadership

RESPONSIBILITIES:

- 1. Responsible for coordinating all activities of the sector**
- 2. Responsible for the day-to-day administration of the department**

DUTIES:

R1: Responsible for coordinating all activities of the sector

- a) Oversees quarterly monitoring and supervision visits to regional offices to ensure regional offices are operating in line with their work plans.
- b) Ensures access to agricultural services by farmers and users.
- c) Supervises proposal development for funding support for activities in the regions.
- d) Liaises with the Regional Directors for any issues in their regions.
- e) Develops and supervises implementation programmes and their activities.
- f) Liaises with project coordinators to ensure financial prudence and adherence to timelines.
- g) Collates field and financial reports for submission to the Permanent Secretary and relevant stakeholders.
- h) Advises the Permanent Secretary on all matters regarding the Department of Agriculture.
- i) Oversees the development of programmes.
- j) Coordinates the implementation of programmes.

R2: Responsible for the day-to-day administration of the department

- a) Oversees the development of comprehensive annual work plans for the department.
- b) Promotes staff development and welfare for effective service delivery.
- c) Verifies and endorses all financial requests.
- d) Coordinates the recruitment, postings, promotions, training and discipline of staff.
- e) Reviews mail folder to assign tasks to staff accordingly.

JOB DESCRIPTION

JOB TITLE: Deputy Director General

MINISTRY: Ministry of Agriculture

DEPARTMENT: Department of Agriculture

GRADE: Fixed

REPORTS TO: Director General (DG)

RESPONSIBLE FOR: Director of Administration

PURPOSE: Assists in the effective running of the department

QUALIFICATIONS: Masters in Agriculture/Management/Administration or related fields

EXPERIENCE: 10 years relevant work experience

SKILLS:

I.T. (Word, Excel, PPT)

Communication

Interpersonal

An understanding of the Agricultural System

Report & Proposal Writing

People Management

Leadership

Coordination

RESPONSIBILITIES:

1. Responsible for providing support in the day-to-day administration of the department

DUTIES/ACTIVITIES:

R1: Responsible for providing support in the day-to-day administration of the department

- a) Monitors and strengthens outreach programmes.
- b) Creates networks for the implementation of developmental activities through projects.
- c) Verifies reports from regional and technical units to facilitate decision-making.
- d) Supervises the production of quarterly reports for the department.
- e) Assists in the career development of staff through coaching, mentoring and recommending suitable staff for training and promotion.
- f) Coordinates project proposal writing and participates in project implementation.
- g) Engages in monitoring and supervision of agricultural programmes and advises the DG accordingly.
- h) Engages with stakeholders to update them about any progressive/ongoing project.
- i) Liaises with the Regional Directors on ongoing projects and their progress/status.

JOB DESCRIPTION

JOB TITLE: Director of Administration

MINISTRY: Ministry of Agriculture

DEPARTMENT: Department of Agriculture

DIVISION/UNIT:

GRADE: 12

REPORTS TO: Deputy Director General

RESPONSIBLE FOR: Administrative staff

PURPOSE: To support management in the day-to-day management of human resources for the realisation of the Department's mandate

QUALIFICATIONS: Masters in Agriculture/Administration/ Human Resource, Public Sector Management or related field

EXPERIENCE: 10 years of relevant work experience

SKILLS:

- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal Skills
- An understanding of the Agricultural System
- Report & Proposal Writing
- People Management
- Leadership

RESPONSIBILITIES:

1. Responsible for providing administrative support in the management of the human resource base of the department

DUTIES:

R1: Responsible for providing administrative support in the management of the human resource base of the department

- a) Develops and manages a staff profile and status database to enable management make personnel decisions such as postings, giving notice on retirement and granting leaves.
- b) Sets systems for the recruitment of personnel on Grades 1 and 2.
- c) Assists in the daily administration of the Department of Agriculture.
- d) Conducts periodic staff and skills analysis to assess the human capital base of the Department, in order to ascertain the need for staff recruitments, academic/professional trainings, as well as corresponding interventions.
- e) Monitors performance by undertaking routine treks and reviewing monthly staff reports.
- f) Makes recommendations for promotion of staff from lower grades to higher grades.
- g) Coordinates staff promotion, training and monitoring, to assist management in decision-making with regard to staff development.
- h) Resolves minor staff conflicts and complaints.
- i) Assists in the development of annual work plans and programme plans.
- j) Prepares MOUs, reports and proposals for review and validation by Senior Management.

JOB DESCRIPTION

JOB TITLE: Regional Director

MINISTRY: Ministry of Agriculture

DEPARTMENT: Department of Agriculture

GRADE: 12

REPORTS TO: Director General

RESPONSIBLE FOR: The Regional Office

PURPOSE: To coordinate all regional agricultural activities

QUALIFICATIONS: MSc in Agriculture or related fields

EXPERIENCE: 10 years of relevant work experience

SKILLS:

- Leadership
- Planning
- Coordination
- Conflict resolution
- People Management
- Communication
- I.T. skills
- Interpersonal skills
- Writing skills

RESPONSIBILITIES:

- 1. Responsible for coordinating all regional agricultural activities**
- 2. Responsible for the day-to-day administration of the Regional Office**

DUTIES:

R1: Responsible for coordinating all regional agricultural activities

- a) Oversees the implementation of programmes to meet policy objectives at the regional level.
- b) Supervises all project activities within the region and reports accordingly.
- c) Coordinates the provision of agricultural extension services in accordance with farmers' needs.

- d) Ensures implementation of recommendations from feedbacks from outreach activities and engagements with farmers.
- e) Ensures relevant engagement and participation of farmers in regional agricultural matters.

R2: Responsible for the day-to-day administration of the Regional Office

- a) Manages internal and external correspondences.
- b) Assigns tasks to regional staff.
- c) Ensures the availability of appropriate resources to carry out regional mandate.
- d) Coordinates staff development activities.

JOB DESCRIPTION

JOB TITLE: Agricultural Officer

MINISTRY: Ministry of Agriculture

DEPARTMENT: Department of Agriculture

DIVISION/UNIT: All Regions

GRADE: 8

REPORTS TO: Senior Agricultural Officer

RESPONSIBLE FOR: Senior Agricultural Assistant

PURPOSE: To assist the Senior Agricultural Officer in coordinating horticultural activities in the region

QUALIFICATIONS: BSC in Agriculture/or related field

EXPERIENCE: 2 years relevant work experience

SKILLS:

- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal
- GENSTAR3
- Report Writing
- Fluent in at least 2 local languages

DUTIES:

- a) Prepares production calendar and ensures farmers understand and adhere to the calendar for production.
- b) Monitors seed distribution to farmers to ensure fair and judicious distribution.
- c) Undertakes emergency visits to solve farmers farming problems that are beyond the extension worker.
- d) Acts as a trainer in farmers' and extension workers' trainings.
- e) Incorporates horticultural activities in annual work plans.

- f) Analyses data from regional gardens for the preparation of monthly and annual reports.
- g) Conducts annual demarcation of gardens within the region.
- h) Carries out quarterly visits to gardens to monitor spacing and use of organic pesticides and botanical chemicals.

JOB DESCRIPTIONS FOR THE CPCU

JOB DESCRIPTION

JOB TITLE: Financial Controller

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Central Project Coordinating Unit (CPCU)

GRADE: 10

REPORTS TO: Project Manager

RESPONSIBLE FOR: Head of Finance and Administration

PURPOSE: To facilitate the financing of agricultural projects

QUALIFICATIONS: MSc/MA in Financial Management, Business Management or related field

EXPERIENCE: 10 years relevant work experience

SKILLS:

- I.T. (Microsoft Packages)
- Accounting Systems/Applications
- Communication
- Interpersonal
- Monitoring & Evaluating
- Leadership
- People Management

RESPONSIBILITIES:

1. Responsible for providing efficient financial management services to agricultural projects

DUTIES:

R1: Responsible for providing efficient financial management services to agricultural projects

- a) Ensures all project disbursements are in compliance with operating procedures as defined in the project document.

- b) Coordinates the disbursement of funds for projects and high-level expenditure requests.
- c) Manages the finances of agricultural projects under the CPCU.
- d) Supervises the drafting of monthly and quarterly financial reports highlighting the financial, as well as other activities of the CPCU.
- e) Supervises the implementation of internal control systems to minimise floods, as well as to manage and mitigate risks.
- f) Undertakes donor implementation missions to monitor projects.
- g) Coordinates monthly senior staff and quarterly general staff meetings.
- h) Coordinates capacity development for staff.

JOB DESCRIPTION

JOB TITLE: Senior Program Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Central Project Coordinating Unit (CPCU)

GRADE: 9

REPORTS TO: Project Coordinator

RESPONSIBLE FOR: M&E Officer

PURPOSE: To oversee the M&E Unit and ensure an effective M&E system is in place

QUALIFICATIONS: MSC in Agricultural Economics, Agricultural Business or related field

EXPERIENCE: 3 years relevant work experience

SKILLS:

- I.T. (Microsoft Packages)
- Project Planning & Management
- SPSS
- Report Writing & Presentation
- Communication
- Interpersonal
- Monitoring & Evaluating
- Field Research
- Leadership
- People Management

RESPONSIBILITIES:

1. Responsible for ensuring the establishment of an effective and efficient Monitoring and Evaluation system

DUTIES:

R1: Responsible for ensuring the establishment of an effective and efficient Monitoring and Evaluation system

- a) Supervises the preparation of quarterly and annual progress reports, based on annual work plans, programme plans and M&E frameworks, designed for effective performance measurement and reporting on project statuses.
- b) Conducts monthly field visits to monitor and evaluate the implementation of programmes.
- c) Conducts systematic analysis of data to facilitate decision making.
- d) Supervises focal persons in the preparation of their reports.
- e) Reviews and updates the GCAV project and Progress Development Indicators (PDI).
- f) Collaborates with Implementing Partners (IPs) for the monitoring of projects.
- g) Coordinates the development of visibility materials, such as video documentaries and pull-up bands.
- h) Assists in the preparation of Terms of Reference (TORs), for the recruitment of consultants.
- i) Trains M&E Officers and Agricultural Extension Village Promoters on project specific skills for the purpose of Monitoring and Evaluation.

JOB DESCRIPTION

JOB TITLE: M&E Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Central Project Coordinating Unit (CPCU)

GRADE: 8

REPORTS TO: Senior Program Officer

RESPONSIBLE FOR: Assistant M&E Officer

PURPOSE: To maintain an M&E framework for the evaluation, monitoring and reporting of all projects.

QUALIFICATIONS: BSc in Agricultural Economics, Agricultural Business or related fields

EXPERIENCE: 3 years relevant experience

SKILLS:

- I.T. (Microsoft Packages)
- Data Management and Analysis
- SPSS
- Report Writing & Presentation
- Communication
- Interpersonal
- Field Research
- Project Planning & Implementation
- Monitoring & Evaluation

RESPONSIBILITIES:

1. Responsible for providing M&E technical support to the project manager

DUTIES:

R1: Responsible for providing M&E technical support to the project manager

- a) Prepares annual work and programme plans, as well as M&E frameworks.

- b) Undertakes quarterly visits to project sites to assess/monitor progress on output indicator targets.
- c) Recommends corrective measures where and when necessary.
- d) Facilitates stakeholder consultation forums for the alignment of interests crucial to the successful implementation of projects.
- e) Collects data from focal persons such as input/output data.
- f) Identifies and flags risks within project objectives and targets.
- g) Documents lessons learned from implemented projects as reference points for future projects.

JOB DESCRIPTION

JOB TITLE: Data Analyst

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: CPCU

GRADE: 7

REPORTS TO: M&E Officer

RESPONSIBLE FOR: No Staff

PURPOSE: To provide data processing services

QUALIFICATIONS: BSc in Statistics or related fields

EXPERIENCE: 2 years relevant work experience

SKILLS:

- I.T. (Microsoft packages)
- Analytical
- Report Writing
- Communication
- Interpersonal

RESPONSIBILITIES:

1. Responsible for providing data management services

DUTIES:

R1: Responsible for providing data management services

- a) Assists in the design of data types to be collected.
- b) Designs data sets from questionnaire samples.
- c) Undertakes field trips to collect data.
- d) Inputs and compiles all collected data to facilitate analysis.
- e) Participates in data analysis and interpretation.
- f) Participates in the production of reports.

JOB DESCRIPTION

JOB TITLE: Administrative Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: CPCU

GRADE: 7

REPORTS TO: Financial Controller

RESPONSIBLE FOR: No Staff

PURPOSE: To assist the Financial Controller in undertaking administrative and financial duties

QUALIFICATION: BSc in Administration, HR or related fields

EXPERIENCE: 2 years relevant work experience

SKILLS:

- I.T. (Microsoft packages)
- People Management
- Communication
- Interpersonal
- Writing skills

RESPONSIBILITIES:

1. Responsible for providing basic administrative support

DUTIES:

R1: Responsible for providing basic administrative support

- a) Analyses and processes internal and external correspondences.
- b) Verifies all charges and raise payments for bills and invoices.
- c) Drafts agenda for staff meetings.
- d) Collates training requests from staff and draft training programs.
- e) Liaises with training institutions for staff trainings.
- f) Replies to all enquiries through the social media.
- g) Reports any fault in accessing the CPCU web page.
- h) Manages CPCU Facebook page.

JOB DESCRIPTION

JOB TITLE: Assistant M&E Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Central Project Coordinating Unit (CPCU)

GRADE: 7

REPORTS TO: Senior Program Officer

RESPONSIBLE FOR: No staff

PURPOSE: To assist in ensuring that projects are effectively implemented

QUALIFICATIONS: BSc in Agricultural Economics, Agricultural Business or related fields.

EXPERIENCE: 2 years relevant work experience

SKILLS:

- I.T. (Microsoft Packages)
- Data Management
- SPSS
- Report Writing & Presentation
- Communication
- Interpersonal Skills

RESPONSIBILITIES:

1. Responsible for providing basic M&E support

DUTIES/ACTIVITIES:

R1: Responsible for providing basic M&E support

- a) Undertakes field visits to assess/monitor progress on output indicators and targets.
- b) Participates in the preparation of monthly, quarterly and annual progress reports, to track status of project work and performance towards output targets.

- c) Collects data on projects and related development works.
- d) Participates in stakeholders meeting to chart a way forward for ongoing projects.
- e) Represents the CPCU in agricultural and related events.
- f) Reviews reports and identifies key challenges for intervention.

SOIL AND WATER MANAGEMENT (SWM)

JOB DESCRIPTION

JOB TITLE: Soil & Water Management Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Soil and Water Management

GRADE: 8

REPORTS TO: Senior SWM Officer

RESPONSIBLE FOR: No staff

PURPOSE: To monitor and evaluate all soil and water project activities

QUALIFICATIONS: BSc in Agricultural Economics, Land Management/ Surveying, Agronomy or related fields

EXPERIENCE: 2 years relevant work experience

SKILLS:

- Monitoring and Evaluation
- Research
- Team work
- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal
- Report Writing

RESPONSIBILITIES:

1. Responsible for providing support on soil and water conservation practices

DUTIES:

R1: Responsible for providing support on soil and water conservation practices

- a) Trains extension agents and farmers on soil and water conservation practices.
- b) Participates in the conduct of surveys on the impact of watershed management strategies to study the impact of watershed interventions.
- c) Carries out quarterly collection of data on conservation sites.
- d) Participates in the conduct of farmer baseline surveys to ensure effective intervention.
- e) Reviews and tabulates conservation requests and responses accordingly.
- f) Collaborates with other units to identify eligible communities for intervention and appropriate site clustering.
- g) Explains the details contained in agreement documents to farmers (beneficiaries), to facilitate the signing of agreement documents between SWM and the farmers.
- h) Sensitises communities on erosion to enhance farmers' understanding of causes, consequences and control methods to mitigate soil erosion.
- i) Sensitises communities on the maintenance and repair needs of conservation structures for sustainability.
- j) Assists in the preparation of annual and quarterly reports to provide information on the implementation statuses of programs.
- k) Assists in the assessment of capacities available at proposed project sites for project feasibility.
- l) Participates in the preparation of the M&E Unit work plans and budgets.

JOB DESCRIPTION

JOB TITLE: Agricultural Engineer (SWM)

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Soil & Water Management Services

GRADE: 8

REPORTS TO: Senior Agricultural Engineer (SWM)

RESPONSIBLE FOR: No staff

PURPOSE: To provide technical support in soil and water management matters

QUALIFICATIONS: BSc in Agricultural Engineering, Land Management/
Surveying or related fields

EXPERIENCE: 2 years relevant work experience

SKILLS:

- Auto CAT
- Analytical
- I.T. (Work, Excel, PPT)
- Communication
- Interpersonal
- Fluent in at least two local languages

RESPONSIBILITIES:

1. Responsible for providing engineering support on soil and water management matters

DUTIES:

R1: Responsible for providing engineering support on soil and water management matters

- a) Collects and analyses soil and soil data.
- b) Evaluates water management systems and advises accordingly.
- c) Advises farmers on the best farming methods and crops, based on the soil classification.

- d) Participates in the implementation of soil management strategies, such as water harvesting and creating deviation lines.
- e) Evaluates water management systems and advises accordingly.
- f) Assists in the design of dykes, course ways and irrigation structures.
- g) Prepares training reports about water management systems and how they can be utilised.

JOB DESCRIPTION

JOB TITLE: Tradesman/ Tractor Traction

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Soil & Water Management Services

GRADE: 1

REPORTS TO: Soil and Water Officer

RESPONSIBLE FOR: No Staff

PURPOSE: To provide manual support in the implementation of SWM activities

QUALIFICATIONS: Junior School Leaving Certificate with a credit in English, Mathematics and Agriculture

EXPERIENCE: 1 year

SKILLS:

- Mechanical
- Communication
- Interpersonal
- Attention to detail
- Fluent in at least two local languages

DUTIES:

- a) Digs canal diversions in making dykes, for better irrigation systems.
- b) Assists in creating course lines for soil and water management and conservation.
- c) Serves as staff man during topographical survey.
- d) Participates in soil conservation and operation of machinery.
- e) Assists in dykes and diversion making.
- f) Participates in soil surveys for the collection of soil samples.
- g) Dig canals for “faros” for better irrigation, to enable effective rice production.

ENGINEERING SERVICES (ES)

JOB DESCRIPTION

JOB TITLE: Agricultural Engineer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Agricultural Engineering Services

GRADE: 8

REPORTS TO: Senior Agricultural Engineer (ES)

RESPONSIBLE FOR: No staff

PURPOSE: To assist in the maintenance and repair of tractors and agricultural implements

QUALIFICATIONS: BSc in Agricultural Engineering, Civil/Mechanical Engineering or related fields

EXPERIENCE: 3 years relevant work experience

SKILLS:

- Auto CAT
- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal
- Report writing

RESPONSIBILITIES:

1. Responsible for providing engineering support services

DUTIES:

R1: Responsible for providing engineering support services

- a) Assists in coordinating the repair and maintenance of agricultural machinery and equipment.
- b) Participates in the identification, appraisal and design of agricultural engineering programmes.

- c) Ensures the safe keeping of working tools and makes sure they are in good order.
- d) Assists in ensuring the health and safety of the employees.
- e) Ensures the working environment is free from hazards.
- f) Participates in field testing of introduced technologies and mechanised machinery and equipment for evaluation.
- g) Participates in the training of operators on the use and management of pre-harvest and post-harvest machinery and equipment.
- h) Assists in the preparation of progress activity reports, which includes accidents and welfare of the employees.

JOB DESCRIPTION

JOB TITLE: Senior Agricultural Engineer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Agricultural Engineering Services

GRADE: 9

REPORTS TO: Principal Agricultural Engineer

RESPONSIBLE FOR: Agricultural Engineer

PURPOSE: To ensure the proper maintenance of agricultural vehicles and machineries

QUALIFICATIONS: MSc in Agricultural Engineering, Civil/Mechanical Engineering or related fields

EXPERIENCE: 3 years relevant work experience

SKILLS:

- I.T.
- Communication
- Interpersonal
- Report writing
- People Management

RESPONSIBILITIES:

- 1. Responsible for the maintenance of agricultural machinery**

DUTIES:

R1: Responsible for the maintenance of agricultural machinery

- a) Coordinates quarterly regional maintenance, to ensure that all necessary maintenance is carried out.
- b) Participates and may lead monthly agricultural maintenance visits during the raining season.
- c) Delegates and leads teams in field maintenance visits.

- d) Confirms and endorses assessments for all maintenance works which are carried out.
- e) Prepares Maintenance Reports and submits for appropriate action.
- f) Supervises training workshops and allocates jobs accordingly.

PLANT PROTECTION SERVICES (PPS)

JOB DESCRIPTION

JOB TITLE: Director (Plant Protection Services)

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Plant Protection Services

GRADE: 12

REPORTS TO: Director General

RESPONSIBLE FOR: The Directorate

PURPOSE: To coordinate all plant protection activities for the protection and health of plants against pests and diseases

QUALIFICATIONS: MSc in Plant Protection Sciences
(Entomology/Pathology/Weed Science)

EXPERIENCE: 10 years relevant work experience

SKILLS:

- Laboratory
- I.T. (Word, Excel, PPT)
- Communication and Interpersonal
- Leadership
- Negotiation
- Report Writing
- Proposal Writing

RESPONSIBILITIES:

1. Responsible for coordinating all plant protection activities

DUTIES:

R1: Responsible for coordinating all plant protection activities

- a) Oversees the monitoring of entry and exit of migratory pests in the country.

- b) Enforces international and regional plant protection standards and the Plant Protection Act.
- c) Oversees all administrative plant protection activities at central and regional levels.
- d) Oversees the issuance of plant health certificates after verification.
- e) Acts as the FAO focal person for the implementation of their activities and advises accordingly.
- f) Coordinates pest and disease investigation and control exercises.
- g) Supervises the preparation of annual work plans and budgets.
- h) Prepares budget proposals for project initiatives and support.
- i) Oversees the monitoring and upkeep of the store.
- j) Coordinates training for staff, extension workers, farmers and all other operators.

JOB DESCRIPTION

JOB TITLE: Principal Plant Pathologist/Production

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Plant Protection Services

GRADE: 10

REPORTS TO: Director of Plant Protection Services

RESPONSIBLE FOR: Senior Plant Protection Officers

PURPOSE: To assist the prevention of crop and plant disease and well as in the control of pest for better protection of plants

QUALIFICATIONS: MSc in Plant Protection or related fields

EXPERIENCE: 5 years relevant work experience

SKILLS:

- Pest Identification
- Knowledge of pesticides
- Use of spraying equipment
- Pesticide safety precaution techniques
- Lifting Techniques for heavy equipment
- IT skills
- Communication skills

RESPONSIBILITIES:

1. Responsible for the planning of plant protection service programmes and its implementation

DUTIES:

R1: Responsible for the planning of plant protection service programmes and its implementation

- a) Conducts disease diagnosis and recommends on disease management.
- b) Monitors implementation of plant protection programmes.
- c) Assists in training and engagements in farmer's field visits to see their activities and advise where necessary.

- d) Assists in the evaluation of plant protection services/programmes and reports on progress.
- e) Advises on seed dressing and seed treatment products, as to prevent seeds at the storage period and seeds in the soil against insects and pests.
- f) Assists in the planning and budgeting of programmes for the PPS unit.
- g) Assists in pest identification and recommends appropriate pesticides to use.
- h) Participates in laboratory work, in order to facilitate disease diagnosis.
- i) Participates in safety precautionary activities and identification of symptoms on pesticide positioning.

JOB DESCRIPTION

JOB TITLE: Senior Agricultural Officer (Plant Protection)

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Plant Protection Services

GRADE: 9

REPORTS TO: Principal Plant Protection Officer

RESPONSIBLE FOR: Plant Protection Officers

PURPOSE: To supervise pest control activities of the department and liaise with the Principal Plant Protection Officer to see that the activities are implemented

QUALIFICATIONS: MSc in Agricultural Pest Control or related field

EXPERIENCE: 3 years relevant work experience

SKILLS:

- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal
- Report Writing
- Knowledge of at least two local languages
- Data collection and analysis

RESPONSIBILITIES:

1. Responsible for assisting the coordination of plant protection activities

DUTIES:

R1: Responsible for assisting the coordination of plant protection activities

- a) Supervises plant protection laboratory work.
- b) Conducts data collection exercises.
- c) Participates in the analysis and preparation of reports.
- d) Participates in monthly visits to farmer field schools to study the Eco-system analysis and monitor attendance.

- e) Advises farmers on new trends and technologies in disease prevention in plants.
- f) Acts as a resource person in training workshops for farmers and extension agents.
- g) Oversees trap placements for the control of pest.
- h) Participates in the categorization of pests into species.
- i) Rears parasites to counter attack pests to protect plants.
- j) Participates in the survey and identification of affected areas for trap placement.

HORTICULTURAL SERVICES

JOB DESCRIPTION

JOB TITLE: Principal Horticultural Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Horticultural Technical Services

GRADE: 10

REPORTS TO: Director, Horticultural Technical Services

RESPONSIBLE FOR: Senior Horticultural Officer

PURPOSE: To assist the Director in formulating, overseeing and implementing policies related to horticultural services and activities

QUALIFICATIONS: MSc in Horticulture or related fields

EXPERIENCE: 5 years of relevant work experience

SKILLS

Leadership
I.T. (Word, Excel, PPT)
Communication
Interpersonal
Analytical
Report Writing
Landscaping Skills

RESPONSIBILITIES:

1. Responsible for providing technical support in the effective running of horticultural services

DUTIES:

R1: Responsible for providing technical support in the effective running of horticultural services

- a) Undertakes monitoring and evaluation visits to gauge the performance of horticultural activities in the country.

- b) Liaises with NARI in the area of horticultural research and dissemination of findings to farmers.
- c) Conducts field visits for data collection and analysis.
- d) Builds networks in the field of horticulture for the promotion of horticultural development in the country.
- e) Participates in the determination of beneficiaries for seed distribution and supervises the distribution of horticultural inputs.
- f) Advises farmers on the use of certain chemicals.
- g) Assists in the preparation of annual work plans and budgets, as well as quarterly and annual reports.
- h) Assists in mobilising resources for the unit to enhance the implementation of programmes.
- i) Assists in developing strategies for the implementation of horticultural policies.
- j) Assists in the day-to-day administration of staff.

AGRIBUSINESS

JOB DESCRIPTION

JOB TITLE: Senior Marketing Assistant

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Agribusiness

GRADE: 7

REPORTS TO: Principal Marketing Officer

RESPONSIBLE FOR: Marketing Assistant

PURPOSE: To assist in ensuring that all cooperatives operate within the required cooperative framework

QUALIFICATIONS: BSc in Marketing/Accountancy or related field.

EXPERIENCE: 1 year

SKILLS:

- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal
- Fluent in at least 2 local languages
- Teamwork

DUTIES:

- a) Vets applications for in-cooperation of cooperatives.
- b) Inspects books of accounts for proper record keeping.
- c) Participates in the induction of new staff.
- d) Assists in preparing working documents for inspection of cooperatives.
- e) Trains farmers on bookkeeping, accounts, records keeping, scale reading and calibration.

JOB DESCRIPTION

JOB TITLE: Marketing Assistant

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Agribusiness

GRADE: 6

REPORTS TO: Senior Marketing Officer

RESPONSIBLE FOR: No staff

PURPOSE: To inspect cooperative societies and provide inputs and linkages to market

QUALIFICATIONS: Diploma in Marketing or related field

EXPERIENCE: None

SKILLS:

- I.T. (Word, Excel, PPT)
- Communication
- Interpersonal
- Fluent in at least 2 local languages
- Teamwork
- Report Writing
- Basic clerical and administration

DUTIES:

- a) Trains farmers on marketing, bookkeeping, accounts and cooperative principles.
- b) Follows up with farmers to ensure receipt of input of transactions.
- c) Links farmers to hotels to serve as market avenues.
- d) Monitors the cooperatives in their management of goods and services.
- e) Advises cooperatives on the preparation of bylaws and its significance.
- f) Participates in the preparation of annual work plans, budgets and quarterly progress reports.
- g) Reviews farmers' records to ensure compliance.

- h) Advises on quality and value creation of produce so that they can be marketable.
- i) Assists in the confirmation and distribution of inputs.

INFORMATION, COMMUNICATION, EDUCATION AND EXTENSION

JOB DESCRIPTION

JOB TITLE: Principal Communication Officer

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Information, Communication, Education and Extension Services

GRADE: 10

REPORTS TO: Director

RESPONSIBLE FOR: Senior Communication Officers

PURPOSE: To facilitate the establishment of effective communication systems for agricultural development and enhance awareness on production innovations

QUALIFICATION: MSc in Film Production and Editing, Mass Communication or related fields

EXPERIENCE: 5 years relevant work experience

SKILLS:

- I.T. (Microsoft Packages)
- Leadership Skills
- Editing Technical Skills
- Communication
- Interpersonal Skills

RESPONSIBILITIES:

1. Responsible for providing technical support in the provision of efficient communication services

DUTIES:

R1: Responsible for providing technical support in the provision of efficient communication services

- a) Coordinates film production, editing and photographing.
- b) Supervises the publication and dissemination of research findings.
- c) Supervises the gathering of information, communication, education, extension services and the day-to-day administration of the communication system.
- d) Provides technical support.
- e) Develops programmes for radio and television shows regarding the unit.
- f) Coordinates the production of filming project activities for the Department of Agriculture.
- g) Writes and presents reports on activities taking place in the unit.
- h) Coordinates the research activities and publish the findings to the stakeholders.
- i) Assists in the day-to-day administration of the Communication System.
- j) Assists in the preparation of annual work plans and budgets.
- k) Assists in the day-to-day administration of the unit.

FOOD TECHNOLOGY SERVICES

JOB DESCRIPTION

JOB TITLE: Director, Food Technology Services

MINISTRY: Ministry of Agriculture

DIVISION/UNIT: Food Technology Services

GRADE: 12

REPORTS TO: Director General

RESPONSIBLE FOR: 12

PURPOSE: To lead the introduction of appropriate technology in order to minimize post-harvest loss through post-harvest processing and preservation

QUALIFICATIONS: Masters in Food Science/Food Technology or related field.

EXPERIENCE: 10 years

SKILLS:

- I.T. (Word, Excel, PPT, Access)
- Communication
- Interpersonal
- An understanding of the agricultural system
- Report & Proposal Writing
- People Management
- Leadership
- Fluent in two local languages
- Food processing & preservation

RESPONSIBILITIES:

1. Responsible for the introduction of appropriate means for the minimization of post-harvest losses

DUTIES:

R1: Responsible for the introduction of appropriate means for the minimization of post-harvest losses

- a) Prepares project proposals for financial support for project implementation.
- b) Coordinates the preparation of annual work plans.
- c) Writes project proposals for funding for the preservation and initiation of new products.
- d) Monitors shelf life of newly developed products.
- e) Advises on minimizing post-harvest losses, as well as the preservation and processing of produce.
- f) Provides technical advice on product development.
- g) Advises on the disposal of spoiled products.
- h) Designs recipes and adjusts ingredients as per the result of the sensory evaluation.
- i) Coordinates technology transfer trainings for beneficiaries and act as a resource person for such trainings.
- j) Coordinates censoring evaluation for testing and evaluation of newly developed products by customers.
- k) Approves recipes for use and ensures mandatory labeling is complied with.