EMPLOYMENT NOTICE
The National Agricultural Marketing and Development Corporation (NAMDEVCO)

The National Agricultural Marketing and Development Corporation (NAMDEVCO) a Statutory body under the purview of the Ministry of Food Production Land and Marine Affairs responsible for the maintenance of an environment conducive to the efficient marketing of agricultural produce and food products through the provision of marketing services and the stimulation of business investment in the agro-industrial sector of Trinidad and Tobago hereby invites applications from suitably qualified persons to fill the following position(s) on contract:

Marketing Manager

Job Summary - To develop, establish and maintain marketing strategies that improve marketability of the produce of both Local and Commercial Farmers resulting in improved living standards for involved farmers and improved viability of NAMDEVCO. Attract buyers in both the local and export markets by planning, developing and implementing appropriate marketing strategies; Contribute to the success of new initiatives by preparing and implementing sound marketing plans based on the principles of marketing.

Qualifications and Experience
- BSc. Business/Marketing or equivalent professional qualification with specialisation in agricultural sciences.
- Minimum of three (3) years progressive experience in customer and market research
- Minimum of three (3) years progressive experience in all aspects of developing and maintaining marketing strategies to meet organizational objectives.

Knowledge/Skills/Abilities
- Knowledge of industry trends and products
- Knowledge of protocols and standards for produce intended for both local and export markets
- Knowledge of a wide range of marketing techniques and concepts
- Communicating, Research & Analytical, Critical Thinking & Problem Solving.
- Extensive experience in all aspects of developing and maintaining marketing strategies.
- Strong understanding of customer and market dynamics and requirements.

Market Information Officer

Job Summary
The Market Information Officer responsible for collection, analysis and dissemination of market information to both internal and external stakeholders in order to facilitate timely decision making. Also responsible for developing mechanisms to build awareness of and sensitivity to prices among the general public.

Qualifications and Experience
- BSc Marketing/ Agribusiness/ Agricultural Economics/ Social Sciences or a combination of relevant training and experience
- Three (3) years progressive experience in Market Research
- Proficiency in Microsoft Office Suite
• High level of proficiency in Photoshop/Adobe Illustrator/Quark Express/Corel Draw or other design software

Knowledge/Skills/Abilities
• Knowledge of statistical techniques.
• Knowledge of protocols and standards for produce intended for both local and export markets
• Knowledge of Agriculture and Project Management

Standardization Officer

Job Summary

The Standardization Officer is responsible for developing and implement programmes for achieving and maintaining product quality as it relates to agricultural produce that is targeted for sale in local and international markets and the packaging of such produce.

Qualifications and Experience
• BSc. Agriculture
• Post Graduate training in Agriculture/Standardization
• Training in Quality Management Systems
• A Minimum of 5 years experience in the field of agriculture and/or standardization
• A minimum of 2 years experience in the application of Agricultural Standards as they relate to fresh and/or minimally processed agricultural produce

Knowledge/Skills/Abilities
• Knowledge and application of quality assurance principles and techniques
• Knowledge of pertinent product characteristics
• Costs, risks and potential benefits of using pesticides
• Calculation requirements for pesticide use
• Risk management technology
• Good agricultural practices
• Proficiency in Microsoft Office Suite

Post Harvest Specialist

Job Summary

The Post Harvest Specialist is required to develop and monitor post harvest protocols as part of NAMDEVCO's Quality Management System. Facilitate the entry of local produce into local and international markets by developing post harvest protocols and developing and assisting in the implementation of Quality Management Systems that would facilitate an improvement in the quality of local produce.

Qualifications and Experience
• Post Graduate training in Post Harvest, Processing, or a related discipline
• 5-10 years of professional experience in promoting linkages of farmers with markets, new product development, processing and post-harvest innovation in a developing country context

Knowledge/Skills/Abilities
• Knowledge of Food Safety Systems
• Knowledge of Post harvest technology and packaging
• Knowledge of export marketing standards
• Knowledge of current best practice in market chain development
• Proficiency in MS Office Suite
• Proven research and analytical skills

**Research Assistant II (Quality Assurance)**

**Job Summary**

The Research Assistant II (Quality Assurance) is required to contribute to the improvement in crop yield by conducting primary research where necessary, interpreting results of the data collected by Research Assistants 1 or Field Officers and making formal reports. Responsible for the compilation of information that will support the Quality Assurance team in its decision-making and disseminating information to colleagues and farmers.

**Qualifications and Experience**
- BSc Agriculture/Agribusiness
- 3 years progressive experience in Research
- Advanced level of MS Office.

**Knowledge/Skills/Abilities**
- Knowledge of statistical techniques
- Knowledge of protocols and standards for produce intended for both local and export markets
- Knowledge of scientific equipment used in testing
- Research & Analytical skills
- Ability to analyse and integrate diverse information from varied sources and translate complex technical material into clear, concise and user-friendly layman’s language

**Field Officer I**

**Job Summary**

The Field Officer I is required to monitor agricultural farms and packing houses, development of strategies for dissemination of information, arrange meetings, conduct training, collection of field data, a team player in developing Good Agricultural Practices (GAP).

**Required Qualifications and Experience**
- Minimum of an Associate’s Degree in Agriculture
- Considerable field experience

**Knowledge/Skills/Abilities**
- Good knowledge of crop agronomy and post harvest technology
- Knowledge of extension methodologies
- Familiar with food safety systems
- Proficient in Microsoft Office Office
- Ability to observe situations analytically, impartially, and objectively, and to record pertinent information accurately and completely.
**Produce Inspector**

**Job Summary**

The Produce Inspector is responsible for receiving and inspecting produce at the packing houses to ensure that they meet quality standards by checking produce for disease, insects, chemical residue or other damage and rejecting those of substandard quality and testing samples for quality, size and purity.

Qualifications and Experience
- Diploma in Agriculture
- Minimum of 3 years of related experience
- Computer literate

Knowledge/Skills/Abilities
- Knowledge of post harvest technology
- Knowledge of crop diseases and their signs
- Knowledge of material handling equipment

**Economist/Market Analyst**

**Job Summary**

The Economist/Market Analyst is required to identify and develop appropriate strategies for the collection and analysis of relevant data and information. The incumbent is also required to analyse the data to determine trends and make appropriate recommendations to Management.

Qualifications and Experience
- Postgraduate Degree in Economics, Statistics, Marketing or Agribusiness Management
- Three (3) years relevant work experience

Knowledge/Skills/Abilities
- Experience in developing and conducting Market Research and Surveys
- Knowledge of market research, analysis, forecasting techniques
- High level of Computer skills
- Ability to analyze research results
- Ability to conduct market research
- Ability to develop marketing strategies based on market research information/data

**Human Resources Officer**

**Job Summary**

The Human Resources Officer is responsible for providing support to the Manager, Human Resources in executing the human resources management functions within the Corporation. Work involves analyzing data on human resources matters, conducting investigations and research to inform the decision making process, interpreting human resource management policy and legislation, assisting in the conduct of negotiations, training and development and other related activities within the Human Resources Unit.
Qualifications and Experience

- First degree in Social Sciences with an emphasis on Human Resources Management
- Exposure to all areas of Human Resources Management and Industrial Relations
- Minimum of (3) years progressive experience in Human Resource management at a Supervisory Level.

Knowledge/Skills/Abilities

- Knowledge of the principles and practices of the various functional areas of human resources management.
- Knowledge of Industrial Relations Act, Labour Laws and Legislations.
- Familiarity with the sector will be an asset.
- Proficiency in Microsoft Office Productivity Suite.

Website Administrator

Job Summary

To develop, implement and maintain the Corporation’s Websites, electronic billboards and Web Server environment in relation to the Corporation’s stated strategic objectives and goals. Ensure the accuracy, relevance, timeliness, integrity and availability of information on the Corporation’s websites to key stakeholders.

Qualifications and Experience

- Bachelors Degree in Computer Science
- Experience in graphics design will be a definite asset
- At least three (3) years experience in a Web Development environment with emphasis on .Net framework.

Knowledge/Skills/Abilities

- Expertise in current Internet standards, including web browsers and browser specifications.
- In-depth knowledge of one or more current web markup or scripting languages: HTML, XHTML, CSS, JavaScript, VB script, php, java servlet technology and Ajax.
- Experience with managing website content.
- Understanding of dynamic or active web content and the use of Perl, C/C++, CGI, and/or SQL, ASP.net, visual studio .net and dream weaver.

Applications with detailed curriculum vitae, copies of relevant certificates and the names of two (2) employment references should be addressed to:

The Manager, Human Resources
The National Agricultural Marketing and Development Corporation (NAMDEVCO)
S.S. Erin Road, Debe

Email: hr@namdevco.com  website: www.namdevco.com,
Closing date for receipt of applications: Monday July 9th, 2012.

UNSUITABLE/LATE APPLICATIONS WILL NOT BE CONSIDERED