



REGIONAL CO-ORDINATOR:

Potatoes SA (PSA), a non-profit company, was established to serve, protect, and promote the interests of the South African potato industry. PSA offers various strategic services to producers and other role players; and to fulfill its role, it focuses on the following key areas: **research and development, industry information, transformation, market development and generic product promotion.**

PSA, situated in Pretoria, seeks to appoint an experienced and dynamic person to the following position:

Regional Co-Ordinator

(Four vacancies available for Eastern Free State, Limpopo, Western Free State and Sandveld)

Essential Duties and Responsibilities:

- Building and maintaining relationships with potato farmers and stakeholders at regional level.
- Provide support to the region by coordinating regional meeting logistics and planning.
- Co-ordination of regional activities for the potato industry and liaison of Potatoes South Africa Specialist Services within the industry.
- Co-ordinate workshops, training, information sessions for the industry.
- Ensure effective communication with farmers regarding planned projects and roll out for the region.
- Support all PSA internal activities through the direction of the National Service Delivery Manager.
- Provide effective and timely on-farm support to all applicable core businesses.

Requirements:

- At least a B.Agric or BSC in Agriculture or equivalent qualification will be advantageous with at least 3 years relevant experience.
- Technical knowledge of the agricultural industry.
- Excellent verbal and written communication skills, including the ability to effectively communicate with internal and external stakeholders.
- Excellent planning and project management skills.
- Excellent computer proficiency.
- Ability to multi task and work with multiple stakeholders.
- Ability to conduct a needs analysis and communicate.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing excellent customer service.
- Ability to work independently and carry out assignment to completion.
- Advanced networking and relationship building skills.
- People skills.
- Excellent Business Acumen.
- Ability to maintain punctual attendance of meetings.
- Ability to work unsupervised.
- Must be able to solve problems independently.
- Valid Code B driver's license.

Key Performance Areas:

- **Financial Perspective:** Project Planning and Execution, Budgeting, Cost Management
- **Leadership & Colleague:** Collaboration, Specialist Team Engagement
- **Customer Perspective:** Producer and Stakeholder Liaison; Regional services co-ordination
- **Compliance & Process :** Regional Event Co-ordination, Organizational work, Administrative and Reporting

Additional information:

- The appointment will be subject to a positive security clearance.
- The successful candidate will report to the Manager: National Regional Service Delivery of Potatoes South Africa.
- A market-related remuneration package will be offered to the preferred candidate.

Suitably qualified candidates are requested to submit their applications accompanied by a covering letter, detailed CV (including certificates, supporting documents, copy of drivers' license) and the names and particulars of 3 traceable referees to Ms. Sue Gibson at sue@potatoes.co.za.

Closing date for applications: 28 February 2022

Incomplete applications will not be considered. Applicants who do not receive any response from PSA one (1) week after the closing date must regard their applications as unsuccessful. PSA has the right not to appoint.

PSA is an equal opportunity employer but is committed to the principles and processes of Employment Equity.