



A IDENTIFICATION INFORMATION

- A1 Job title:** Graduate Trainee
- A2 Department/Programme:** Agriculture
- A3 Section/Project:** Agriculture Manager's Office
- A4 Reports to (position):** Agriculture Manager's Office
- A5 Supervises (Name of Positions):** None

B JOB DESCRIPTION

B1 Overall purpose of the job.

To support the section on its activities while on training.

Key Responsibilities

C Knowledge, qualifications & Experience

C1.1 Education:

Bachelor's Degree in Crop Production, Agriculture Mechanisation or its Equivalent from recognised Institution

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to garner the trust and respect of departmental heads and management.