



**Sierra Leone**

**HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)**

**JOB VACANCIES**

Consistent with the agenda to Revamp the Public Service Architecture, the Human Resource Management Office intends to recruit Sierra Leoneans who are suitably qualified and talented to fill the undermentioned vacancies in the various Ministries:

**MINISTRY OF AGRICULTURE AND FOOD SECURITY**

1. Senior Livestock Inspector
2. Agricultural Superintendent
3. Irrigation/Land Resource Technician
4. Foreman
5. Senior Production Assistant
6. Senior Processing Assistant
7. Marketing and Sales Supervisor
8. Livestock Inspector
9. Crop Protection Superintendent
10. Senior Agricultural instructor
11. Processing Assistant Level I
12. Production Assistant Level I
13. Marketing and Sales Assistant Level I
14. Livestock Assistant
15. Phytosanitary Inspector
16. Agricultural Instructor
17. Mechanic
18. Marketing and Sales Assistant Level II
19. Production Assistant Level II
20. Processing Assistant Level II
21. Processing Assistant Level II
21. Crop Protection Operator
22. Power Tiller Operator
23. Stenographer Level II

**MINISTRY OF EMPLOYMENT, LABOUR AND SOCIAL SECURITY**

1. Assistant Labour and Employment Inspector
2. Occupational Safety and Health Inspector
3. Assistant Occupational Safety and Health Inspector
4. Labour and Employment Inspector
5. Stenographer Level II

**MINISTRY OF SOCIAL WELFARE**

1. Senior Training Instructor
2. Senior Social Worker
3. Training Instructor
4. Social Worker
5. Assistant Social Worker
6. Stenographer Level II

**MINISTRY OF GENDER AND CHILDREN'S AFFAIRS****1 Protection Assistant Level II****1 Protection Assistant Level I**

Details of these vacancies are published in the Sierra Leone Gazette and at the Notice Boards of the Human Resource Management Office, Ministry of Agriculture and Food Security, Ministry of Employment, Labour and Social Security, Ministry of Social Welfare and the Ministry of Gender and Children's Affairs respectively. Application forms are available at the Human Resource Management Office, 5th floor Ministerial Building, George Street, Freetown during the following hours:

**Monday** - **Thursday** 10:00 am - 4:00pm

**Friday** - 10:00am - 2:00pm

The Human Resource Management Office wishes to emphasize that its Recruitment and Selection processes are based on a set of Guiding Principles among which is that of EQUAL-OPPORTUNITY AND COMPETITIVENESS in a way to select and recruit the best candidates using it as a yardstick the principles of value, competence and skills squarely mixed with cultural, regional and gender balance. Closing date for the receipts of all applications at the above mentioned Office where the forms are collected is at 4:00pm on Thursday 8th August, 2025. No application form will be accepted after the above date and time.

**END**

**HRMO IS ADVERTISING VARIOUS VACANCIES IN THE MINISTRY OF  
AGRICULTURE AND FOOD SECURITY**

**JOB TITLE:** Agricultural Instructor

**SALARY GRADE:** 3

**SUPERVISOR:** Senior Agricultural Instructor

**JOB SUMMARY:** The role holder is responsible for providing support in imparting knowledge to farmers on farming practices, crop cultivation and livestock management.

**DUTIES:**

- \* Undertake the registration of farmers to provide data on farmers and farming activities for planning.
- \* Provide support in training farmers through field days, agriculture trade fairs and mini agriculture fairs at village levels on farming practices, crop cultivation and livestock management.
- \* Assist with the supply of agricultural inputs to farmers and provide assistance with input application.
- \* Monitor agricultural inputs supply to ensure its proper utilization.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture, or a related discipline from an accredited institution.

Related Job Experience

**RELATED JOB EXPERIENCE**

An Entry level and no experience is required

**COMPETENCIES/SKILLS:**

- \* Basic knowledge of current trends and practices in agriculture;
- \* Good interpersonal and communication skills;
- \* Ability to evaluate and provide constructive feedback.

**WORK ENVIRONMENT**

This job is mostly an outdoor role with severe exposure to hazards and minor exposure to physical activities such as prolonged period of standing. There is an infrequent requirement to make an early start or late finish.

**JOB TITLE:** Agricultural Superintendent

**Grade:** 5

**SUPERVISOR:** Senior Agricultural Superintendent

**JOB SUMMARY:** The role holder is responsible for monitoring and supervising farming operations in assigned Extension Blocks to ensure compliance with the established practices.

**DUTIES:**

- \* Supervise farming operations, such as ploughing, harrowing, furrowing and planting, to ensure compliance with the established practices.
- \* Engage with stakeholders at various Extension Blocks to update them about any ongoing agricultural projects.
- \* Advocate for the supply of agricultural inputs to farmers and monitor their usage to ensure proper utilization.
- \* Advice and act as facilitator to researchers and other data collectors in the conduct of farm surveys.

**EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Agriculture, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of two (2) years related experience.

**COMPETENCIES/SKILLS:**

- \* Basic knowledge of best agricultural practices;
- \* Good interpersonal and communication skills;
- \* Good supervisory skills;
- \* Ability to evaluate and provide constructive feedback.

**WORK ENVIRONMENT**

This job is mostly an outdoor role with severe exposure to hazards and minor exposure to physical activities such as walking and standing for long period. There is an infrequent requirement to make an early start or late finish.

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**JOB TITLE:** Crop Protection Operator

**GRADE:** 2

**SUPERVISOR:** Crop Protection Superintendent

**JOB SUMMARY:** The jobholder is responsible for providing support in ensuring pest control to safeguard plant health.

**DUTIES:**

- \* Assists farmers with the identification and spraying of pests on farms and other pest infested areas for the control and prevention of pests.
- \* Assists with the implementation of pest control methods to prevent or destroy pests and diseases.
- \* Monitor farms to ensure the effectiveness of pest control interventions.
- \* Assist in organising and conducting training programmes on crop protection.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture General, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

An Entry level and no experience is required

**COMPETENCIES/SKILLS**

- \* Basic knowledge of plant protection practices;
- \* Good interpersonal and communication skills;
- \* Basic problem-solving and decision-making skills;
- \* Basic planning and organising skills;
- \* Ability to work in multi-cultural environment.

**WORK ENVIRONMENT**

The job is an outdoor-based role with severe exposure to hazards due to the use of chemicals, moderate exposure to physical activities due to the lifting of spray tanks and minor disruption to leisure.

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**JOB TITLE:** Crop Protection Superintendent

**GRADE:** 4

**SUPERVISOR:** Senior Crop Protection Superintendent

**JOB SUMMARY:** The jobholder is responsible for ensuring pest control to safeguard plant health.

**DUTIES**

- \* Identify and spray pests on farms and other pest infested areas for the control and prevention of pests.
- \* Implement pest control methods to prevent or destroy pests and diseases.
- \* Supervise and monitor farms to ensure the effectiveness of pest control interventions.
- \* Facilitate training programmes on crop protection.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture General, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of one (1) year related experience.

**COMPETENCIES/SKILLS**

- \* Basic knowledge of plant protection practices;
- \* Good interpersonal and communication skills;
- \* Basic problem-solving and decision-making skills;
- \* Basic planning and organizing skills;
- \* Ability to work in multi-cultural environment.

**WORK ENVIRONMENT**

The job is an outdoor-based role with severe exposure to hazards due to the use of chemicals, moderate exposure to physical activities due to the lifting of spray tanks and minor disruption to leisure.

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**JOB TITLE:** Foreman

**GRADE:** 5

**SUPERVISOR:** Mechanical Superintendent

**JOB SUMMARY:** The jobholder is responsible for facilitating the construction and rehabilitation of water control infrastructures in inland valley swamps and associated low lands.

**KEY DUTIES**

- \* Facilitate the construction and rehabilitation of water control infrastructure in inland valley swamps and associated low lands.
- \* Participate in the conduct of hydrologic, topographic and soils surveys to produce maps.
- \* Inspect irrigation equipment and sites to maintain a safe environment for employees.
  
- \* Support the production of topographic and soils maps for design purposes.

- \* Mobilize farmers to undertake on-farm water management practices and swamp development techniques.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Agriculture, Civil Engineering, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

A minimum of two (2) years related experience.

### **COMPETENCIES/SKILLS**

- \* Basic knowledge of irrigation system installation, repair and maintenance;
- \* Strong verbal communication skills to provide direction on repair and maintenance;
- \* Knowledge of and willingness and ability to train employees;
- \* Ability to work in a team.

### **WORK ENVIRONMENT**

The role is largely field based with moderate exposure to hazards and physical activities such as standing for long periods and lifting heavy objects. There is infrequent requirement to make an early start, late finish as well as work on weekends.

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**JOB TITLE:** Irrigation/Land Resource Technician

**GRADE:** 5

**SUPERVISOR:** Senior Irrigation /Land Resource Technician

**JOB SUMMARY:** The jobholder is responsible for supporting irrigation installation, management and undertake maintenance of irrigation systems for effective and efficient operation.

### **KEY DUTIES**

- \* Participate in the conduct of hydrologic, topographic and soil surveys to produce maps for design of irrigation systems.

- \* Assist with the installation of irrigation systems for farmers in inland valley swamps and associated low lands.
- \* Test irrigation systems and related technologies in order to ensure their viability, efficiency and effectiveness.
- \* Maintain and repair irrigation systems for effective and efficient functioning.
- \* Provide technical training to farmers in irrigation systems operation, maintenance and management.
- \* Conduct inspections of irrigation equipment for quality assurance to ensure it meets the required minimum standards.
- \* Compile data on performance of irrigation system.

#### **EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Agriculture, Civil Engineering, or a related discipline from an accredited institution.

#### **RELATED JOB EXPERIENCE**

A minimum of two (2) years related years.

#### **COMPETENCIES/SKILLS**

- \* Basic knowledge of hydraulics related to an irrigation system;
- \* Basic knowledge of irrigation system installation, repair and maintenance;
- \* Basic knowledge of occupational hazards and safety procedures;
- \* Good interpersonal and communication skills;
- \* Concern for quality and standards.

#### **WORK ENVIRONMENT**

The role is largely field based with moderate exposure to hazards and physical activities such as standing for long periods and lifting heavy objects. There is infrequent requirement to make an early start, late finish as well as work on weekends.

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**JOB TITLE:** Livestock Assistant

**GRADE:** 3

**SUPERVISOR:** Veterinary Officer

**JOB SUMMARY:** The jobholder is responsible for conducting tentative diagnosis and minor treatment of common diseases in livestock to ensure the maintenance of their health, productivity and welfare.

#### **KEY DUTIES**

- \* Conduct tentative diagnosis and minor treatment of common animal diseases to ensure the maintenance of their health, productivity and welfare.
- \* Vaccinate animals to prevent transmission of diseases.
- \* Assist in conducting surveillance on epidemiological trend of diseases to support policy and decision making.

#### **EDUCATIONAL REQUIREMENTS**

- \* A minimum of Certificate in Agriculture (Livestock Option), or a related discipline from an accredited institution.
- \* Para-veterinary training will be an added advantage.

#### **RELATED JOB EXPERIENCE**

Entry Level

#### **COMPETENCIES/SKILLS**

- \* Basic knowledge of livestock production systems;
- \* Basic diagnostic skills;
- \* Basic research skills;
- \* Good interpersonal and communication skills.

#### **WORK ENVIRONMENT**

The job is a field-based role with moderate exposure to hazards and physical demands such as prolonged standing, walking etc. There will be infrequent requirement to start work early, finish late or work unplanned overtime or weekends.

**JOB TITLE:** Livestock Inspector

**GRADE:** 4

**SUPERVISOR:** Animal Production Officer

**JOB SUMMARY:** The jobholder is responsible for providing support in inspecting animals to ensure they are healthy and suitable for human consumption.

#### **KEY DUTIES**

- \* Assist in conducting pre and post slaughter inspection on animals to ensure they are healthy for consumption.
- \* Identify infectious diseases on animals for treatment and assist in conducting vaccination for livestock.
- \* Investigate reports of dead livestock to ensure proper and prompt disposal of condemned carcasses.
- \* Assist in quarantining and isolating herds or individual animals.
- \* Inspect animal facilities to ensure compliance with relevant laws, regulations and standards.
- \* Assist with the preparation and maintain technical report of investigations and inspections.

#### **EDUCATIONAL REQUIREMENTS**

- \* A minimum of Certificate in Agriculture (Livestock Option), or a related discipline from an accredited institution.
- \* Para-veterinary training will be an added advantage.

#### **RELATED JOB EXPERIENCE**

A minimum of one (1) year related experience.

#### **COMPETENCIES/SKILLS**

- \* Basic knowledge of the principles and practices of animal husbandry and the operation of livestock ranches;
- \* Ability to communicate effectively, both orally and in writing;

- \* Ability to interpret and apply laws and regulations relating to animal quarantine;
- \* Ability to apply formal investigation techniques and procedures;
- \* Ability to prepare concise and complete reports.

### **WORK ENVIRONMENT**

The job is an out of office based with exposure to severe hazards due to the use of toxic chemicals and minor physical activities such as prolonged standing. There is also a minor disruption to leisure due to the requirements to do over time and make early starts.

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**JOB TITLE:** Marketing and Sales Assistant Level I

**GRADE:** 4

**SUPERVISOR:** Marketing and Sales Supervisor

**JOB SUMMARY:** The jobholder is responsible for providing support in upskilling the capacity of farmers in marketing and sales to promote agribusiness development.

### **KEY DUTIES**

- \* Collect marketing and sales data and information to support the development of relevant training programmes.
- \* Accompany extension workers during farm visit and training to carry out practical demonstrations on marketing techniques and use of relevant sites/platforms to enhance the knowledge of farmers.
- \* Participate in field days and agricultural shows to disseminate information on marketing and sales techniques and related platforms/sites.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Marketing, Commerce, Business Administration, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

A minimum of one (1) year related experience.

**COMPETENCIES/SKILLS**

- \* Basic knowledge and understanding of marketing sites/platforms and techniques;
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

**WORKENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing and use of the computer. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Marketing and Sales Assistant Level II

**GRADE:** 3

**SUPERVISOR:** Marketing and Sales Assistant Level I

**JOB SUMMARY:** The jobholder is responsible for providing assistance to support the upskilling of the capacity of farmers in marketing and sales to promote agribusiness development.

**KEYDUTIES**

- \* Provide assistance to collect marketing and sales data and information to support the development of relevant training programmes.
- \* Accompany extension workers during farm visit and training to provide support in carrying out practical demonstrations on marketing techniques and use of relevant sites/platforms to enhance the knowledge of farmers.
- \* Participate in field days and agricultural shows to disseminate information on marketing and sales techniques and related platforms/sites.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Marketing, Commerce, Business Administration, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

Entry Level

### **COMPETENCIES/SKILLS**

- \* Basic knowledge and understanding of marketing sites/platforms and techniques;
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

### **WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing and use of the computer. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Marketing and Sales Supervisor

**GRADE:** 5

**SUPERVISOR:** Agribusiness Officer

**JOB SUMMARY:** The jobholder is responsible for upskilling the capacity of farmers in marketing and sales to promote agribusiness development.

### **KEY DUTIES**

- \* Collect marketing and sales data and information to support the development of relevant training programmes.

- \* Carry out practical demonstrations on marketing techniques and use of relevant marketing sites/platforms to enhance the knowledge of farmers.
- \* Recommend marketing sites/platforms and techniques for growth of agribusiness.
- \* Participate in field days and agricultural shows to disseminate marketing information.

**EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Marketing, Commerce, Business Administration, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of two (2) years related experience.

**COMPETENCIES/SKILLS**

- \* Knowledge and understanding of marketing sites/platforms and techniques;
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

**WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing and use of the computer. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Mechanic

**GRADE:** 3

**SUPERVISOR:** Mechanical Superintendent

**JOB SUMMARY:** The jobholder is responsible for repairing, servicing and maintaining agricultural machinery and equipment for efficient operation.

**KEY DUTIES**

- \* Amend diagnosed problems on faulty or non-functional machines.
- \* Tow faulty vehicles and machines from breakdown location to the garage.
- \* Carry out routine maintenance such as engine tune-ups, oil changing, wheel balancing etc.
- \* Identify and report any health and safety hazards, incidents and issues to ensure a conducive working environment.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Auto Mechanic from an accredited institution.

**RELATED JOB EXPERIENCE**

Entry Level

**COMPETENCIES/SKILLS**

- \* Ability to diagnose mechanical faults;
- \* Ability to work in a team;
- \* Good interpersonal and communication skills.

**WORK ENVIRONMENT**

The job is mostly office based with moderate exposure to hazards and physical activities such as lifting of heavy weights. There is an infrequent disruption to leisure.

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**JOB TITLE:** Phytosanitary Inspector

**GRADE:** 3

**SUPERVISOR:** Senior Crop Protection Superintendent

**JOB SUMMARY:** The jobholder is responsible for the inspection and certification of plants, plant products and other regulated articles imported into the country and for export purposes.

**KEY DUTIES**

- \* Inspect consignment of plants, plant products and other regulated articles to verify the pest status of such consignment and issue phytosanitary certificates.
- \* Assist in supervising the disinfestations or disinfection of consignment of plant materials and regulated articles and their containers, parking materials, storage places and conveyances.
- \* Carry out checks to ensure that no threats to plant resources or the environment in Sierra Leone is caused where waste is being disposed of.
- \* Inspect premises of individuals/companies that process or wash imported plant materials or other regulated articles to ensure that they are disease or pest free.
- \* Conduct enquires and request information or documentation upon the suspicion of violation of phytosanitary laws and submit appropriate reports.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agronomy, Horticulture, Agriculture General, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

Entry Level

**COMPETENCIES/SKILLS**

- \* Basic knowledge of plant health, plant protection and general agricultural practices;
- \* Good interpersonal and communication skills;
- \* Ability to adapt to multi-cultural settings;
- \* Analytical skills;
- \* Problem solving skills.

**WORK ENVIRONMENT**

The job is both an office and outdoor role with minor exposure to hazards and moderate exposure to physical activities. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Tractor/Power Tiller Operator

**GRADE:** 2

**SUPERVISOR:** Mechanical Superintendent

**JOB SUMMARY:** The jobholder is responsible for operating and undertaking routine maintenance and minor repair of power tiller machines.

**KEY DUTIES**

- \* Plough inland valley swamps for the preparation of cultivation.
- \* Carry out minor repairs and routine maintenance of power tiller machines to ensure efficient operation.
- \* Transport farm produce from the field of harvest to the store.

**EDUCATIONAL REQUIREMENTS**

A minimum of Basic Examination Certificate plus a valid driver's license.

**RELATED JOB EXPERIENCE**

A minimum of one (1) year experience in operating Power Tiller machines.

**COMPETENCIES/SKILLS**

- \* Good knowledge in operating Power Tiller machines;
- \* Good knowledge of the various components of Power Tiller machines;
- \* Ability to plan and prioritize tasks to ensure timely completion;
- \* Ability to communicate clearly and politely.

**WORK ENVIRONMENT**

The job is largely outdoor with severe exposure to hazards and physical activities such as pulling or pushing of heavyweights. There is a minor requirement to make an early start or late finish.

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**JOB TITLE:** Processing Assistant Level I

**GRADE:** 4

**SUPERVISOR:** Senior Processing Assistant

**JOB SUMMARY:** The jobholder is responsible for providing support in upskilling the capacity of farmers in agro-processing to promote agribusiness development.

**KEY DUTIES**

- \* Collect agro-processing data and information to support the development of relevant training programmes.
- \* Accompany extension workers during farm visit and training to carry out practical demonstrations on agro-processing technologies and techniques to enhance the knowledge of farmers.
- \* Participate in field days and agricultural shows to disseminate agro-processing technologies.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture, Processing Technologies, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

A minimum of one (1) year related experience.

### **COMPETENCIES/SKILLS**

- \* Basic knowledge of several agriculture value chains and food processing in Sierra Leone.
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

### **WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Processing Assistant Level II

**GRADE:** 3

**SUPERVISOR:** Processing Assistant Level I

**JOB SUMMARY:** The jobholder is responsible for providing assistance to support the upskilling of the capacity of farmers in agro-processing to promote agribusiness development.

### **KEY DUTIES**

- \* Provide assistance to collect agro-processing data and information to support the development of relevant training programmes.
- \* Accompany extension workers during farm visit and training to provide support in carrying out practical demonstrations on agro-processing technologies and techniques to enhance the knowledge of farmers.

- \* Participate in field days and agricultural shows to disseminate agro-processing technologies.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture, Processing Technologies, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

Entry Level

**COMPETENCIES/SKILLS**

- \* Basic knowledge of several agriculture value chains and food processing in Sierra Leone.
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

**WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Production Assistant Level I

**GRADE:** 4

**SUPERVISOR:** Senior Production Assistant

**JOB SUMMARY:** The jobholder is responsible for providing support in upskilling the capacity of farmers in agricultural production to promote agribusiness development.

### **KEY DUTIES**

- \* Collect agricultural production data and information to support the development of relevant training programmes.
- \* Accompany extension workers during farm visit and training to carry out practical demonstrations on agricultural production technologies and techniques to enhance the knowledge of farmers.
- \* Participate in field days and agricultural shows to disseminate agricultural production technologies.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture, Production Technologies, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

A minimum of one (1) year related experience.

### **COMPETENCIES/SKILLS**

- \* Basic knowledge of agricultural production technologies and techniques;
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

### **WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing. There is also an infrequent requirement to make an early start or late finish as well as work on weekends

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**JOB TITLE:** Production Assistant Level II

**GRADE:** 3

**SUPERVISOR:** Production Assistant Level I

**JOB SUMMARY:** The jobholder is responsible for providing assistance to support the upskilling of the capacity of farmers in agricultural production to promote agribusiness development.

**KEYDUTIES**

- \* Provide assistance to collect agricultural production data and information to support the development of relevant training programmes.
- \* Accompany extension workers during farm visit and training to provide support in carrying out practical demonstrations on agricultural production technologies and techniques to enhance the knowledge of farmers.
- \* Participate in field days and agricultural shows to disseminate agricultural production technologies.

**EDUCATIONALREQUIREMENTS**

A minimum of Certificate in Agriculture, Production Technologies, or a related discipline from an accredited institution.

**RELATEDJOBEXPERIENCE**

Entry Level

**COMPETENCIES/SKILLS**

- \* Basic knowledge of agricultural production technologies and techniques;
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

**WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Senior Agricultural Instructor

**GRADE:** 4

**SUPERVISOR:** Agricultural Superintendent

**JOB SUMMARY:** The role holder is responsible for imparting knowledge to farmers on farming practices, crop cultivation and livestock management.

**KEY DUTIES:**

- \* Undertake the registration of farmers to provide data on farmers and farming activities for planning.
- \* Train farmers through field days, agriculture trade fairs and mini agriculture fairs at village levels on farming practices, crop cultivation and livestock management.
- \* Assist with the supply of agricultural inputs to farmers and provide assistance with input application.
- \* Supervise and monitor agricultural inputs supply to ensure its proper utilization.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Agriculture, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of one (1) year related experience.

**COMPETENCIES/SKILLS:**

- \* Basic knowledge of current trends and practices in agriculture;
- \* Good interpersonal and communication skills;
- \* Ability to evaluate and provide constructive feedback.

**WORK ENVIRONMENT**

This job is mostly an outdoor role with severe exposure to hazards and minor exposure to physical activities such as standing and walking for long period. There is an infrequent requirement to make an early start or late finish.

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**JOB TITLE:** Senior Livestock Inspector

**GRADE:** 5

**SUPERVISOR:** Animal Production Officer

**JOB SUMMARY:** The jobholder is responsible for inspecting animals to ensure they are healthy and suitable for human consumption.

**KEY DUTIES**

- \* Conduct pre and post slaughter inspection on animals to ensure they are healthy for consumption.
- \* Identify infectious diseases on animals for treatment and conduct vaccination for livestock.
- \* Investigate reports of dead livestock to ensure proper and prompt disposal of condemned carcasses.
- \* Assist in quarantining and isolating herds or individual animals.
- \* Lead inspection of animal facilities to ensure compliance with relevant laws, regulations and standards.
- \* Prepare and maintain technical report of investigations and inspections.

### **EDUCATIONAL REQUIREMENTS**

- \* A minimum of Ordinary National Diploma in Agriculture (Livestock Option), or a related discipline from an accredited institution.
- \* Para-veterinary training will be an added advantage.

### **RELATED JOB EXPERIENCE**

A minimum of two (2) years related experience.

### **COMPETENCIES/SKILLS**

- \* Basic knowledge of the principles and practices of animal husbandry and the operation of livestock ranches;
- \* Ability to communicate effectively, both orally and in writing;
- o Ability to interpret and apply laws and regulations relating to animal quarantine;
- \* Ability to apply formal investigation techniques and procedures;
- \* Ability to prepare concise and complete reports.

### **WORK ENVIRONMENT**

The job is an out of office based with exposure to severe hazards due to use of toxic chemicals and minor physical activities such as prolonged standing. There is also a minor disruption to leisure due to the requirements to do over time and make early starts.

**JOB TITLE:** Senior Processing Assistant

**GRADE:** 5

**SUPERVISOR:** Agribusiness Officer (Processing)

**JOB SUMMARY:** The jobholder is responsible for upskilling the capacity of farmers in agro-processing to promote agribusiness development.

**KEYDUTIES**

- \* Collect data and information to support the development of agribusiness and agro-processing training programmes.
- \* Carry out practical demonstrations on agro-processing technologies and techniques to enhance the knowledge of farmers.
- \* Recommend agro-processing technologies and techniques for growth of agribusiness.
- \* Participate in field days and agricultural shows to disseminate agro-processing technologies.

**EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Agriculture, Processing Technologies, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of two (2) years related experience.

**COMPETENCIES/SKILLS**

- \* Basic knowledge of several agriculture value chains and food processing in Sierra Leone.
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

**WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Senior Production Assistant

**GRADE:** 5

**SUPERVISOR:** Agribusiness Officer (Production)

**JOB SUMMARY:** The jobholder is responsible for upskilling the capacity of farmers in agricultural production to promote agribusiness development.

**KEY DUTIES**

- \* Collect agricultural production data and information to support the development of relevant training programmes.
- \* Carry out practical demonstrations on agricultural production technologies and techniques to enhance the knowledge of farmers.
- \* Recommend agricultural production technologies and techniques for growth of agricultural production.
- \* Participate in field days and agricultural shows to disseminate agricultural production technologies.

**EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Agriculture, Production Technologies, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of two (2) years related experience.

**COMPETENCIES/SKILLS**

- \* Basic knowledge of agricultural production technologies and technique;
- \* Good interpersonal skills with capacity to interact effectively with farmers and other relevant stakeholders;
- \* Good time management skills;
- \* Ability to engage in positive relationships with stakeholders.

**WORK ENVIRONMENT**

The job is both a classroom and office-based role with minor exposure to hazards and moderate exposure to physically demanding activities such as prolonged period of standing. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Welder

**GRADE:** 1

**SUPERVISOR:** Mechanical Superintendent

**JOB SUMMARY:** The jobholder is responsible for welding equipment or metal parts together.

**KEY DUTIES**

- \* Weld metal parts together as specified on material layouts, diagrams, work order instructions, and/or oral instructions.
- \* Read and interpret blueprints and/or drawings to determine the specific welding required.
- \* Measure and cut materials to specifications.
- \* Test and inspect welded surfaces and structures to discover flaws.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Welding from an accredited institution.

Related Job Experience

A minimum of one (1) year related experience.

**COMPETENCIES/SKILLS**

- \* Familiar with the usage of welding tools and machine and materials;
- \* Ability to work to deadline and under pressure and to establish priorities;
- \* Good interpersonal and communication skills.

**WORK ENVIRONMENT**

The job is largely outdoor with severe exposure to hazards and physical activities such as pulling or pushing of heavyweights. There is a minor requirement to make an early start or late finish.

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**HRMO IS ADVERTISING VARIOUS VACANCIES IN THE MINISTRY OF EMPLOYMENT, LABOUR AND SOCIAL SECURITY**

**JOB TITLE:** Assistant Labour and Employment Inspector

**GRADE:** 4

**SUPERVISOR:** Labour and Employment Inspector

**JOB SUMMARY:** The jobholder is responsible for providing support in the enforcement of labour laws and regulations and collection of relevant information to aid in decision making and dissemination to potential employees or job seekers.

**KEY DUTIES**

- \* Assist in conducting routine labour inspections of establishments to ensure adherence to labour laws.
- \* Facilitate the acquisition of work permit, labour cards etc. to aid job placements.
- \* Gather data on job opportunities or vacancies in establishments for the information of potential employees and job seekers.
- \* Maintain labour and employment records to assist in the preparation of relevant reports and statistics.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Business Administration, Human Resource Management, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

Entry Level

**COMPETENCIES/SKILLS**

- \* Interpersonal and communication skills;
- \* Problem solving skills;
- \* Investigation skills.

**WORK ENVIRONMENT**

This role is mostly office based with moderate exposure to hazards (exposure to violence during labour protest or strike actions). There is infrequent requirement to make an early start, late finish or work on weekends.

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**JOB TITLE:** Assistant Occupational Safety and Health Inspector

**GRADE:** 4

**SUPERVISOR:** Occupational Safety and Health Inspector

**JOB SUMMARY:** The jobholder is responsible for providing support in conducting occupational safety and health inspections and investigations to ensure compliance.

**KEY DUTIES**

- \* Participate in inspecting work places to ensure compliance with occupational safety and health legislations.
- \* Assist in preparing laboratories for the testing of equipment in accordance with relevant legislation.
- \* Assist in conducting investigations of accidents in the workplace concerning occupational safety and health in accordance with relevant legislation.
- \* Maintain occupational safety and health records to assist in the preparation of relevant reports and statistics.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in any Science related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

Entry Level

### **COMPETENCIES/SKILLS**

- \* Basic inspection and investigation skills;
- \* Basic knowledge of workplace safety and health issues;
- \* Good communication and interpersonal skills;
- \* Good organisational skills.

### **WORK ENVIRONMENT**

The role is both office and outdoor based with severe exposure to chemical hazards. There is minor disruption to leisure time and would require overtime, early start or late finish.

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**JOB TITLE:** Labour and Employment Inspector

**GRADE:** 5

**SUPERVISOR:** Senior Labour and Employment Inspector

**JOB SUMMARY:** The jobholder is responsible for participating in labour inspections to ensure compliance and gathering of relevant information to aid in decision making and dissemination to potential employees or job seekers.

### **KEY DUTIES**

- \* Participate in routine inspections of establishments to ensure compliance with labour laws and regulations.
- \* Facilitate the acquisition of work permit, labour cards etc. to aid job placements.

- \* Collect data on job opportunities in establishments for the information of potential employees and job seekers.
- \* Assist in investigating the nature and causes of labour disputes.
- \* Update and maintain labour and employment records to assist in the preparation of relevant reports and statistics.

#### **EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Business Administration, Human Resource Management, or a related discipline from an accredited institution.

#### **RELATED JOB EXPERIENCE**

A minimum of three (3) years related experience.

#### **COMPETENCIES/SKILLS**

- \* Basic knowledge in inspection and investigation methods;
- \* Basic knowledge of labour and employment issues;
- \* Good communication and interpersonal skills;
- \* Problem solving skills.

#### **WORK ENVIRONMENT**

This role is mostly office based with moderate exposure to hazards (exposure to violence during labour protest or strike actions). There is infrequent requirement to make an early start, late finish or work on weekends.

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**JOB TITLE:** Occupational Safety and Health Inspector

**GRADE:** 5

**SUPERVISOR:** Senior Occupational Safety and Health Inspector

**JOB SUMMARY:** The jobholder is responsible for participating in occupational safety and health inspections and investigations to ensure compliance.

**KEY DUTIES**

- \* Participate in inspections of workplaces to ensure compliance with occupational safety and health legislations.
- \* Prepare laboratories for the testing of equipment in accordance with relevant legislation.
- \* Assist in conducting investigations of accidents in the work place concerning occupational safety and health in accordance with relevant legislation.
- \* Gather data for the preparation and compilation of relevant statistics.
- \* Maintain occupational safety and health records to assist in the preparation of relevant reports.

**EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in any Science related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of three (3) years related experience.

**COMPETENCIES/SKILLS**

- \* Basic knowledge in inspection and investigation methods;
- \* Basic knowledge of workplace safety and health issues;
- \* Good communication and interpersonal skills;
- \* Good organisational skills;
- \* Problem solving skills.

**WORK ENVIRONMENT**

The role is both office and outdoor based with severe exposure to chemical hazards. There is minor disruption to leisure time and would require overtime, early start or late finish.

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**HRMO IS ADVERTISING VARIOUS VACANCIES IN THE MINISTRY OF  
GENDER AND CHILDREN'S AFFAIRS**

**Job Title:** Protection Assistant Level I

**Grade:** 5

**Supervisor:** Senior Protection Assistant

**Job Summary**

The job holder is responsible for supporting the implementation of protection programmes and activities aimed at promoting and safeguarding the rights, dignity, and well-being of vulnerable groups, especially women and children, in accordance with national laws and international standards.

**Key Duties**

- \* Assist in identifying and documenting cases of abuse, exploitation, neglect, and violence against women and children.
- \* Support the planning and implementation of awareness campaigns on Gender-Based Violence (GBV), child protection, and rights.
- \* Collect data on protection incidents and prepare timely reports.
- \* Monitor trends and protection concerns in the community and report to senior staff.
- \* Provide support services such as referrals to appropriate legal, psychosocial, health, and shelter services.

- \* Work closely with partners, community-based organisations, and stakeholders to provide a comprehensive protection response.
- \* Support the maintenance of proper documentation and case files.

**Educational Requirements**

A minimum of Diploma in Social Work, Community Development, Gender Studies, or a related discipline from a recognized institution.

**Related Job Experience**

A minimum of three (3) years experience in child protection, Gender-Based Violence (GBV), or social work.

**Competencies/skills**

- \* Knowledge of national and international legal frameworks on protection;
- \* Strong interpersonal, communication, and community engagement skills;
- \* Ability to handle sensitive cases with confidentiality and empathy;
- \* Ability to work effectively with diverse communities and cultures.

**Work Environment**

The job is both office work and fieldwork, with potential for travel and working late at night, early in the morning, at weekends, or on public holidays in all weather conditions.

**Posting**

The jobholder would be required to work at headquarters, regional, or district offices of the Ministry.

**JOB TITLE:** Protection Assistant Level II

**GRADE:** 4

**SUPERVISOR:** Protection Assistant Level I

**JOB SUMMARY:** The jobholder is responsible for assisting in the implementation of child protection policies and programmes.

**KEY DUTIES**

- \* Collaborate with government departments and agencies and stakeholders to implement child protection programmes and address child protection concerns.
- \* Participate in assessments to identify child protection issues, vulnerabilities, and gap in services, and provide information to support programme development and implementation.
- \* Engage with children, youths, and communities in implementing protection activities and provide information on services.
- \* Participate in monitoring programme effectiveness and report on progress.
- \* Contribute to advocacy efforts to address key child protection concerns.
- \* Maintain accurate records of child protection incidents, programmes, activities, and relevant issues.

**EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Social Work, Community Development, or a related discipline from a recognized institution.

**RELATED JOB EXPERIENCE**

Entry level. No experience is required at this level.

**COMPETENCIES/SKILLS**

- \* Basic understanding of child protection principles, relevant laws and policies, and gender equality concepts;
- \* Basic interpersonal and communication skills, with the ability to effectively engage with children, youths, and communities;
- \* Ability to conduct assessments;
- \* Ability to work effectively with diverse communities and cultures.

**WORKENVIRONMENT**

The job is both office work and fieldwork, with potential for travel and working late at night, early in the morning, at weekends, or on public holidays in all weather conditions.

**POSTING**

The jobholder would be required to work at headquarters, regional, or district offices of the Ministry.

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**HRMO IS ADVERTISING VARIOUS VACANCIES IN THE MINISTRY OF  
SOCIAL WELFARE**

**JOB TITLE:** Senior Training Instructor

**GRADE:** 5

**SUPERVISOR:** Training Supervisor

**JOB SUMMARY:** The jobholder is responsible for overseeing and providing instruction and support to juveniles in remand homes, helping them develop skills and gain knowledge for potential employment after release.

#### **KEY DUTIES**

- \* Plan and deliver specific training programmes, covering various life skills and vocational training.
- \* Evaluate individuals' skills and aptitudes to identify areas where they need additional training and support.
- \* Work with other staff members in remand homes to ensure effective programme implementation.
- \* Maintain records of individuals' progress in training programmes and provide feedback to help them improve.
- \* Ensure the safety of individuals and a positive environment for learning.

#### **EDUCATIONAL REQUIREMENTS**

A minimum of Diploma in any Trade or Profession from an accredited institution.

#### **RELATED JOB EXPERIENCE**

A minimum of six (6) years relevant experience.

#### **COMPETENCIES/SKILLS**

- \* Possess knowledge and skills in the specific profession;
- \* Ability to deliver engaging and effective instruction;
- \* Be able to remain calm and professional under pressure and in potentially

challenging situation.

#### **WORK ENVIRONMENT**

The job is mainly indoor based with minor exposure to hazards, due to working in a stressful and difficult environment. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Training Instructor

**GRADE:** 4

**SUPERVISOR:** Senior Training Instructor

**JOB SUMMARY:** The jobholder is responsible for providing instruction and support to juveniles in remand homes, helping them develop skills and gain knowledge for potential employment after release.

#### **KEY DUTIES**

- \* Deliver specific training programmes, covering various life skills and vocational training.
- \* Evaluate individuals' skills and aptitudes to identify areas where they need additional training and support.
- \* Maintain records of individuals' progress in training programmes and provide feedback to help them improve.
- " Adhere to safety and security protocols for effective implementation of t

raining programmes.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Trade Certificate from an accredited institution.

### **RELATED JOB EXPERIENCE**

A minimum of three (3) years relevant experience.

### **COMPETENCIES/SKILLS**

- \* Possess knowledge and skills in the specific profession;
- \* Ability to deliver engaging and effective instruction;
- \* Be able to remain calm and professional under pressure and in potentially challenging situation.

### **WORK ENVIRONMENT**

The job is mainly indoor based with minor exposure to hazards, due to working in a stressful and difficult environment. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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**JOB TITLE:** Senior Social Worker

**GRADE:** 5

**SUPERVISOR:** Assistant Social Services Officer

**JOB SUMMARY:** The jobholder is responsible for helping communities, individuals, and families facing social issues to improve their well-being.

### **KEY DUTIES**

- \* Conduct assessments to identify populations at risks, such as families and the elderly, and determine the kind of assistance needed.

- \* Handle client case, provide ongoing support and monitoring progress, and ensure clients receive necessary services.
- \* Offer immediate support and guidance during crisis situations, such as abuse, neglect, or homelessness.
- \* Provide information to service users, as well as their families, to ensure efficient implementation of activities.
- \* Work collaboratively with clients, families, other professionals, and community organisations to ensure effective implementation of social welfare policies and programmes.
- \* Engage in community outreach and advocacy to raise awareness about social welfare issues and promote social change.
- \* Maintain accurate records and reports on client cases and programme activities.

**EDUCATIONAL REQUIREMENTS**

A minimum of Ordinary National Diploma in Social Work, Community Development Studies, Gender and Development Studies, or a related discipline from an accredited institution.

**RELATED JOB EXPERIENCE**

A minimum of three (3) years experience in social work.

**COMPETENCIES/SKILLS**

- \* Basic understanding of the policies and regulations governing social work;
- \* Effective communication and interpersonal skills;
- \* Ability to understand and share the feelings of others;
- \* Ability to understand and respect cultural differences;
- \* Excellent planning and organisational skills;
- \* Ability to analyse information and make sound judgements;
- \* Good counselling skills.

**WORK ENVIRONMENT**

The job is both indoor and outdoor based with minor exposure to hazards, moderate exposures to physical activities such as walking to visit at-risk areas, client's homes, schools, health care clinics or rehab centres. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

**POSTING**

The jobholder would be required to work at headquarters, regional, or district offices of the Ministry.

**JOB TITLE:** Social Worker

**GRADE:** 4

**SUPERVISOR:** Senior Social Worker

**Job Summary:** The jobholder is responsible for assisting communities, individuals, and families facing social issues to improve their well-being.

**KEY DUTIES**

- \* Conduct assessments of individuals, families, and communities to determine the kind of assistance needed.
- \* Handle client case, provide ongoing support and monitoring progress, and ensure clients receive necessary services.
- \* Offer immediate support and guidance during crisis situations, such as abuse, neglect, or homelessness.
- \* Provide information to service users, as well as their families, to ensure efficient implementation of activities.
- \* Work collaboratively with clients, families, other professionals, and community organisations to ensure effective implementation of social welfare policies and programmes.
- \* Engage in community outreach and advocacy to raise awareness about social welfare issues and promote social change.
- \* Maintain accurate records and reports on client cases and programme activities.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Social Work, Community Development Studies, Gender and Development Studies, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

A minimum of two (2) years experience in social work.

### **COMPETENCIES/SKILLS**

- \* Basic understanding of the policies and regulations governing social work;
- \* Effective communication and interpersonal skills;
- \* Ability to understand and share the feelings of others;
- \* Ability to understand and respect cultural differences;
- \* Excellent planning and organisational skills;
- \* Good counselling skills.

### **WORK ENVIRONMENT**

The job is both indoor and outdoor based with minor exposure to hazards, moderate exposures to physical activities such as walking to visit at-risk areas, client's homes, schools, health care clinics or rehab centres. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

### **POSTING**

The jobholder would be required to work at headquarters, regional, or district offices of the Ministry.

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**JOB TITLE:** Assistant Social Worker

**GRADE:** 3

**SUPERVISOR:** Social Worker

**JOB SUMMARY:** The jobholder is responsible for providing support to clients, assisting with case management, counselling, and administrative tasks.

### **KEY DUTIES**

- \* Provide support in assessing client needs and developing treatment plans. Provide assistance with case management tasks, including data entry, record keeping, and preparing reports.

- \* Help client find appropriate resources and referrals to other social service agencies or community programmes.
- \* Perform administrative tasks, such as managing files and processing paperwork.
- \* Provide basic counselling support to client, focusing on practical needs and skills development.
- \* Work collaboratively with other professionals, such as community leaders, to ensure holistic support for clients.

### **EDUCATIONAL REQUIREMENTS**

A minimum of Certificate in Social Work, Community Development Studies, Gender and Development Studies, or a related discipline from an accredited institution.

### **RELATED JOB EXPERIENCE**

Entry level. No experience is required at this level.

### **COMPETENCIES/SKILLS**

- \* General understanding of social issues and challenges faced by vulnerable populations;
- \* Familiar with social welfare programmes, policies, and procedures;
- \* Excellent communication and people skills;
- \* Ability to manage and maintain accurate records;
- \* Basic counselling skills.

### **WORK ENVIRONMENT**

The job is both indoor and outdoor based with minor exposure to hazards, moderate exposures to physical activities such as walking to visit at-risk areas, client's homes, schools, health care clinics or rehab centres. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.

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