

Job description for a vacancy of

Agricultural Assistant (Grade 8)

at the Embassy of the Kingdom of the Netherlands in Riyadh

Job title: **Agricultural Assistant – LNV/RVO part LAN**
Department/mission: **Riyadh**
Job grade: **8 (comparable with Senior Employee)**
Number of hours: 37.5 per week
Contract: fixed-term for 2 years, with possibility of extension

TASKS AND RESPONSIBILITIES

Description:

The Agricultural Assistant (AA) is primarily responsible for information gathering and provision for the preparation and implementation of the Dutch Ministry of Agriculture, Nature and Food Quality (LNV) policy, trade missions and import/export. The AA also collects, identifies, analyses, interprets and reports on information and developments in one or more LNV domains that are of importance for the development of LNV policy.

- The AA prepares conditions and actions to foster cooperation, market access, trade missions and import/export by establishing and maintaining contacts with relevant parties. He/she identifies bottlenecks in this regard and contributes to solutions.
- The AA has an understanding of the local political/administrative environment, establishes and maintains network contacts for carrying out to the above tasks.
- The AA contributes to the planning, management and evaluation of bilateral projects.
- The AA represents LNV interests and policy by preparing and supporting trade missions and other activities such as participation in fairs and exhibitions. He/she is responsible for gathering information on the relevant area of operation by studying literature and reports, contributing to research and advising on the relevant policy, including the independent interpretation and analysis of the data collected.
- He/she is responsible for the preparation, planning, support and guidance of Dutch trade and other missions and identifies and resolves bottlenecks in the progress of trade missions and transactions.
- He/she establishes contacts and holds discussions with organisations for the preparation and carrying out of missions and enabling trade transactions to proceed effectively.
- He/she uses contacts in government and industry to resolve bottlenecks in trade transactions in consultation.
- He/she provides information to interested parties on agricultural policy and developments and trade opportunities in the country of representation.
- He/she provides information on legislation and regulations in relation to imports and exports for the Dutch agribusiness.

WORKING ENVIRONMENT

The Network of Agricultural Bureaus (LAN) under LNV makes an essential contribution to strengthening the international position of the Netherlands in the areas of agriculture, nature and food quality.

The main tasks of the Agricultural Bureaus are policy support, providing business services to the Dutch agribusiness sector, social services, bilateral and multilateral cooperation.

The Agricultural Bureaus represent LNV in the areas of agriculture, nature and food quality in operational aspects, and to this end maintains intensive contacts in the countries concerned with the local authorities, Dutch and local businesses and civil-society organisations.

The Bureau is operated on the basis of annual plans and a mid-term strategy.

The Agricultural Bureau in Riyadh is responsible for agribusiness affairs relating to Saudi Arabia and other countries within the Gulf Cooperation Council; for Saudi Arabia, this is done in close cooperation with the other departments at the Dutch Embassy in Riyadh; for the other countries, this is done with the respective Embassies in those countries. Much of the time is spent in promoting trade, attracting investments and negotiating market access for Dutch agriproducts with the authorities in Saudi Arabia. There is a lot of contact with the business community, among other things in the form of trade enquiries, and the Agricultural Bureau adopts a proactive approach, seeking out opportunities for Dutch agribusiness and establishing direct contact with the relevant players via news articles, social media (like twitter @NLagrofoodGCC), agro-website for agricultural counsellors worldwide www.agroberichtenbuitenland.nl, Embassy website www.netherlandsandyou.nl and one-to-one contacts.

Information on the composition of the team in which the Agricultural Assistant will be working:

- The Bureau of the Agricultural Counsellor consists of 4 people {Agricultural Counsellor, Agricultural Assistant (this vacancy), Junior Agricultural Assistant (Riyadh) and Agricultural Assistant (in Dubai)} and falls within the organisational structure of the Embassy. The Agricultural Counsellor is the overall manager of the Bureau.
- There is no hierarchical relationship between the Junior Agricultural Assistant and the Agricultural Assistant. In the absence of the Agricultural Counsellor, current matters are dealt with in mutual consultation. The Agricultural Counsellor retains final responsibility.
- The bureau of the Agricultural Counsellor is a part of the Economic Cluster at the Embassy, with a total number of 8 persons, including the Agricultural Bureau.
- A total of 21 people are employed at the Embassy, Dutch and other expatriates. The working languages within the team are Dutch, English and Arabic.

REQUIREMENTS FOR THE POSITION

Knowledge and experience:

- Educated to higher professional graduate level;
- Minimum five years' experience required;
- Good communication skills;
- General knowledge and understanding of agriculture, forestry, nature and fisheries policy, legislation and regulations, government structure and agribusiness: general knowledge and understanding of current developments in policy domains, society and trading position of the country of

representation;

- Appropriate network of contacts in relevant fields and capacity to build new contacts quickly;
- Understanding of relevant LNV frameworks and legislation and regulation in the relevant policy domain;
- Skill in translating insights and information into recommendations, plans and reports and assessing the resultant policy consequences;
- Good verbal and written command of Arabic and of English. A command of the Dutch language is desirable. Familiarity with and ability to adapt to Dutch culture and customs;
- Good communication and contact skills;
- Independently identifying and raising opportunities and bottlenecks and taking initiatives to exploit or resolve them;
- Computer knowledge and skills (Windows, Word, PowerPoint, Excel, E-mail, Internet), as well as use of social media (twitter);
- Loyalty to Dutch and LNV interests.

CONTACTS

- With Agricultural Counsellor and LNV: gathers and shares information in relation to information gathering and processing for the policy process elsewhere.
- With Junior Agricultural Assistant, in relation to support and execution.
- With other members of the Dutch Embassy, in relation to coordination of policy and implementation and economic diplomacy.
- With colleagues in the network of Agricultural Bureaus, especially in the MENA (Cairo and Rabat).
- With local ministries, authorities (customs, inspectorates), professional organisations and the business community (importers/exporters) for the collection of relevant information on policy development, preparation and implementation of projects and missions, and negotiations on resolving bottlenecks in trade and other cooperation.
- With Dutch exporters and agribusiness on legislation and regulation, procedures, requirements, market opportunities.
- With news media for public information, PR and press releases.
- With independent civil society organisations, such as farmers' organisations and interest groups for information gathering and cooperation.

Brief characterisation of the candidate sought:

The successful candidate is an active, independently-operating team-player, who is able to work simultaneously on a large number of activities. He/she is a good networker and able to carry on in an international environment, with awareness and understanding of different cultures. He/she finds with creativity and tact ways to reach goals.

Competences:

The three most important competences for this position:

- team-player
- networker incl sensitivity to cultural differences
- stress-resistant

Three competences that are also important for this position:

- creativity
- assertiveness / perseverance
- representative for the Netherlands

Further information on this position may be obtained from: Dr. Hans van der Beek, Agricultural Counsellor, email: hans-vander.beek@minbuza.nl

An internal or external candidate who applies for and is appointed to this position will be offered an employment contract for a fixed term 37.5 hours per week.

Application letters with accompanying CV should be sent to: Dr. Hans van der Beek, email: hans-vander.beek@minbuza.nl.