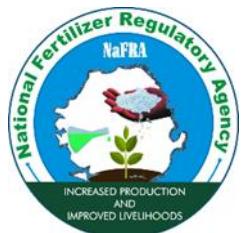




NATIONAL FERTILIZER REGULATORY AGENCY
First Floor, 55 Wilkinson Road, FREETOWN - +23279911619



JOB VACANCY ANNOUNCEMENT

Position: Manager, Fertilizer Inspection and Compliance

Organization: National Fertilizer Regulatory Agency (NaFRA)

Qualification and Experience: Advance degree in Soil Science (**M.Sc./Ph.D.**) with at least three (3) years of experience in laboratory services including management and supervision of soil and fertilizer tests.

Duty Station: Head office, Freetown with Regular Supervision of Field staff and laboratories at up-country

Employment Type: Full-Time

Reporting To: Executive Director

Closing Date: Monday, 2nd March 2026 –**Before 4:00 pm**

Mode of Application:

1. Paper-based application (Drop application and sign the Application Register)

Executive Director
National Fertilizer Regulatory Agency
55 Wilkinson Road, Sky Inn Compound (Opposite Islamic College)
Wilkinson Road, Freetown

2. Online Application: Please type this link in your browser to access the NaFRA webpage. <https://nafra.gov.sl>

- **Click on Job Vacancies**
- **Complete the application form**

Note: Include cover letter, copy of certificates, and C.V.

Salary: Attractive

Background

Fertilizers are critical inputs for improving crop productivity in Sierra Leone. Since the establishment of NaFRA, the agency undertakes strategic steps to secure farmer confidence in the use of fertilizers and market operations. The Agency works with other public institutions, the private sector, and regional partners to strengthen policy implementation in alignment with the ECOWAS protocols for Quality Assurance for soil health and agricultural productivity.

Job Purpose.

The Inspection and Compliance Manager is primarily responsible for ensuring that all fertilizer-related activities in Sierra Leone comply with the National Fertilizer Regulatory Act; The Fertilizer Regulation Policy of 2020; ECOWAS Policy Regulations and International standards for quality of Fertilizers, through the enforcement of compliance measures. This role is to provide technical leadership and oversight of the agency's compliance, inspection, and enforcement objectives including registration, licensing, and promoting the availability of high-quality fertilizer products for farming.

Key Roles and Responsibilities

1. Leadership and Strategic Oversight

- Provide overall leadership and direction in the Compliance Division including the supervision of Senior Fertilizer Inspectors.
- Develop and implement the agency's compliance and enforcement policies and strategy in alignment with national laws, regulatory frameworks, and NaFRA's strategic objectives.
- Plan, coordinate, and oversee all fertilizer quality assurance procedures including the inspection of fertilizer storage facilities and sample collection procedures for laboratory analysis.
- Ensure that compliance systems and operations uphold integrity, transparency, and fairness in the fertilizer value chain.

2. Enforcement of Regulatory Compliance

- Oversee the implementation of NaFRA's regulatory compliance enforcement framework.

- Ensure all fertilizer importers, manufacturers, blenders, suppliers, distributors, and retailers are properly registered and licensed according to NaFRA regulations.
- Monitor compliance with recommended standards for fertilizer labeling, packaging, and storage.
- Lead investigations into suspected cases of fraud, adulteration, misbranding, or sale of unregistered or substandard fertilizers.
- Recommend and authorize enforcement actions such as product recalls, warnings, suspensions, fines, or prosecutions, as necessary.
- Coordinate inspection activities at production sites, import and export points, warehouses, and markets.

3. Oversight in Policy Actions and Standards of Implementation

- Provide technical input into the development and review of fertilizer regulatory policies, guidelines, and standard operating procedures (SOPs).
- Work closely with partners in the regulatory space to ensure harmonization of compliance procedures and verification processes.
- Develop, upgrade and maintain appropriate guidelines for inspection and reporting, including the review and domestication of regulation manuals (Store Inspection, Fertilizer Inspection, Laboratory Analysis of Fertilizers) and their enforcement management.
- Advise management on regulatory risks, compliance gaps, and recommend policy or procedural improvements.

4. Fertilizers and Laboratory Management

Knowledge of Soil Health, Fertilizers, and the Environmental constitute a critical balance of competence in fertilizer regulation.

- Take leadership in the overall technical management and coordination of laboratory services including the preparation of fertilizer samples for testing
- Providing technical guidance and support services in the compliance with ECOWAS standards and appropriateness of methodologies and procedures for high quality performance in laboratory services
- Establish and maintain partnership with laboratory establishments and management services within the ECOWAS region
- Provide guidance to NaFRA in laboratory resource management and appropriate upgrades in alliance with established protocols and standards of operation (SOP).
- Provide training services in laboratory activities for enhancement of competence and excellence in the performance laboratory technicians.
- Serve as focal person for laboratory engagements and technical partnership on behalf of NaFRA at all levels.

5. Inspection Management (Training and Supervision)

- Take leadership in the Supervision of Senior Fertilizer Inspectors and all regional inspection teams including provision of technical and administrative guidance.
- Organize and manage training workshops for fertilizer inspectors at all levels.
- Review inspection work plans and schedules in collaboration with Regional Coordinators, and accordingly monitor the implementation processes through field visits and quarterly reports on progress to ensure compliance with technical and safety standards.
- Review and validate all inspection reports, compliance assessments, and finding of investigations.

5. Capacity Building and Public Awareness

- Organize and deliver training programs for district inspectors and field officers in inspection techniques, compliance monitoring, and fertilizer regulations.
- Conduct public awareness campaigns and stakeholder engagements in the fertilizer sector players (*Importers, Distributors, Retailers, MAFS and Projects; and NGOs*) to enhance effective partnership with NaFRA in fertilizer regulation.
- Identify and collaborate with relevant actors in build and strengthening institutional capacity of stakeholders in the fertilizer sector.
- Pursue effective strategy actions in collaboration with the other Managers to design and implement digital inspection systems and data-driven compliance analysis through the use of modern enforcement tools.

6. Risk Assessment in Compliance Management

- Identify, assess, and monitor compliance risks across the fertilizer production, importation, and distribution value chain; and provide technical guidance to mitigate risk accordingly.
- Analyze inspection data and compliance trends to identify and correct systemic weaknesses or recurring violations for corrective actions.
- Develop risk mitigation strategies and advise senior management on proactive interventions.
- Develop and monitor compliance performance indicators, dashboards, and analytical reporting frameworks for appropriate decision-making

7. Reporting and Documentation

- Prepare and submit regular inspection, compliance, and enforcement reports to senior management, fertilizer importers and other relevant authorities in the fertilizer sector.
- Maintain an up-to-date database of licensed fertilizer operators, inspection outcomes, and enforcement actions.
- Ensure proper documentation, record-keeping, and archiving of all compliance-related activities.

- Prepare technical briefs and presentations for management, government ministries, development partners, and other stakeholders.

8. Stakeholder and Inter-Agency Collaboration

- Liaise with relevant ministries, law enforcement bodies, customs officials, agricultural extension services, and international partners to enhance compliance enforcement.
- Represent NaFRA in national and international regulatory meetings, audits, and forums related to fertilizer quality and compliance.
- Strengthen partnerships with the private sector and industry associations to promote voluntary compliance and responsible fertilizer trade practices.

9. Health, Safety, and Environmental Compliance

- Ensure adherence to occupational health and safety standards during inspections, sampling, and fieldwork.
- Develop and enforce safety protocols for inspection teams and laboratory coordination.
- Oversee environmentally responsible handling and disposal of non-compliant or hazardous fertilizer samples.

10. Key Deliverables

- Approved national compliance and inspection strategy and work plans.
- Comprehensive and timely inspection and enforcement reports.
- Updated database of registered and licensed fertilizer operators.
- Reduction in cases of fertilizer adulteration, misbranding, and non-compliance.
- Trained and safety-conscious inspection teams.
- Strengthened regulatory partnerships and improved compliance culture within the fertilizer industry.

Thanks for your interest in Working with NaFRA