



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 99**  
**OSC Ref. C.4858<sup>35</sup>**

**8<sup>th</sup> May, 2020**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Agricultural Business (GMG/SEG 3) – (Not Vacant)** in the **Agricultural Services Unit, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Director, Agricultural Services Unit (GMG/SEG 4), the Director, Agricultural Business (GMG/SEG 3), will co-ordinate and monitor resources and projects targeting agribusiness and rural development. The incumbent will also identify locations for the development and upgrading of Distribution Hubs wholesale markets and farmers markets to facilitate the marketing of agricultural products island-wide. These activities will be guided by the results of studies conducted.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Represents the Ministry at conferences, workshops and seminars locally, regionally and internationally;
- Arranges meetings with stakeholders (farmers, processors, traders, etc.) of traditional and non-traditional commodities to address various concerns;
- Provides monthly update to Ministers and Permanent Secretary on activities relating to the Agribusiness Industry;
- Co-ordinates and monitors resources and projects targeting agribusiness and rural development;
- Facilitates various associations to work with/through existing local institutions and programmes to ensure viability of Agro Business Sub-sector.

#### ***Technical/Professional:***

- Monitors International Marketing and Trade Agreements as they relate to traditional crops;
- Maps and analyzes production data island-wide;
- Liaises with primary producers, wholesalers and end users to ensure a smooth flow of products;
- Ensures that proper post-harvest washing, grading and packaging requirements are identified and implemented;
- Identifies suitable modes of refrigerated and ambient temperature transportation;
- Identifies and implements correct storage condition for varying crops;
- Ensures storage regulations are observed in order to ensure that quality is maintained;
- Assists in developing Agricultural Marketing Policies relating to Agribusiness Policies;
- Assesses standard specification for agricultural crops, livestock and fishery products livestock;
- Prepares monthly, quarterly, semi-annual and annual reports on the work of the Unit for submissions to the Director, Agricultural Services Unit;
- Identifies and makes recommendations for suitable locations for the development and upgrade for distribution hubs;
- Monitors and audits the operations of established hubs;
- Assists in the development of branding for various agricultural produce;
- Monitors and enforces quality standards for agribusiness operations;
- Provides administrative support for the development of Agricultural Sub-sector through co-ordination of stakeholder driven activities.

**Human Resource:**

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisal and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures that welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Performs any other related duties assigned by the Permanent Secretary, Minister of Agriculture and/or Director, Agricultural Services Unit from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent interpersonal and organizing skills
- Managing the client interface
- Good customer service skills

**Technical:**

- Knowledge of agricultural production and marketing systems
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agriculture/Social Science or equivalent;
- Five (5) years' experience in Agriculture or related field.

**Special Condition Associated with the Job**

- Will be required to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Thursday, 21<sup>st</sup> May, 2020 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

**Email: hrm@micaf.gov.jm**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**