



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 107

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12th 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, Field Operations (SOG/ST 8) – (Not Vacant)** in the **Agricultural Marketing Information Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$2,457,386 – \$2,921,095, per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Agricultural Marketing and Information, the Director, Field Operations, is responsible for planning, organizing, directing and controlling the work of data collection by designing and implementing systems and procedures aimed at the efficient collection, tabulation, storage, retrieval and dissemination of Agro-socio-economic data and information to the various Operating Units of the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF) and the Agricultural Commodity throughout Jamaica in formats and at time which are meaningful to users.

Key Responsibilities

Management/Administrative:

- Represents the Ministry at meetings, conferences and seminars locally, regionally and internationally;
- Evaluates continually, the performance of the Unit in terms of the achievement of its objectives;
- Ensures that the objective of the Unit is met in accordance with the overall plan of the Division and the Ministry.

Technical/Professional:

- Develops objectives, work schedules and plans for carrying out various task of the Branch;
- Scrutinizes incoming data (crops and livestock production, agricultural prices, etc.) for accuracy and consistency and makes recommendations to improve quality of data collected so that conclusion drawn from the information supplied can be statistically sound;
- Develops and oversees quality assurance systems;
- Ensures accurate completion of all task;
- Develops budget and assures that projects are completed within budget constraints;
- Prepares reports, papers and conference presentations on topics in the field of Survey Research;
- Determines areas in which data collecting functions can be carried out more effectively;
- Directs staff in proper interviewing technique and other data collections tasks;
- Determines the methods of data and information storage most likely to facilitate retrieval use;
- Designs and conducts Sample Surveys and Censuses;
- Defines and documents detailed procedures, in the form of the operation manual for the retrieval, change out, outright dissemination of data and other information;
- Collects and evaluates Domestic Crop Production data by Quarterly Crop Revision Meetings with Extension Officers in each parish;
- Collects and evaluates other production data by collaborating with Boards, Agro-Industries, Farmer's Organizations and commercial farms;
- Prepares reports and publishes findings on crop yield, acreage and production, eg. Comparative Estimates of Domestic Crop Production;
- Procures through the Procurement Unit of the Ministry, equipment and other facilities for storage of data and information;
- Helps to establish and maintain favourable Public Relations with all stakeholders and quality control of action by the team with support staff;
- Records detailed Field Data and summarizes and co-ordinates data analysis using various computer programmes and prepares Progress Reports.

Human Resource:

- Monitors and evaluates the performance of Directs Reports, prepares Performance Appraisals 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;
- Participates in the recruitment of staff for the Division;
- Provides leadership and guidance to Direct Reports through effective planning delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

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

- Good management and organizational ability
- Good oral and written communication skills
- Good customer and quality focus skills
- Thorough knowledge and excellent analytical skills
- Good leadership qualities and excellent interpersonal skills
- Good judgment and competency to draw sound conclusions
- Ability to handle complex situation
- Methodical
- Confidential

Technical:

- Proficient in the use of the relevant computer software applications
- Good technical skills
- Goal-result oriented skills
- Good planning and organizing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Statistics or Agricultural Economics with Statistics as principal subject or Economics with Statistics;
- Post Graduate Training in Survey Methodology;
- Three (3) years' experience in survey design, data collection and quality control procedures, storage, retrieval and analysis of data;
- One (1) year experience in Personnel Management.

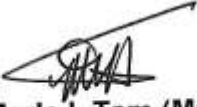
Applications accompanied by résumés should be submitted **no later than Tuesday, 26th May, 2020 to:**

**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**