



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 178 **OSC Ref. C.4858³⁵**

27th July, 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 fill the **vacant** post of **Agricultural Economist (SOG/ST 6)** in the **Economic Planning and Policy Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Agricultural Economist, the Agricultural Economist formulates and plans programmes and projects for the Agricultural Sector to ensure that the Mission of the Ministry is achieved.

Key Responsibilities

Management and Administrative:

- Represents the Division and Ministry at meetings, conferences and other functions as directed.

Technical/Professional

- Analyzes and classifies agricultural data from various Agencies such as FAO, World Bank, WTO and STATIN with the view to obtaining necessary information to assist in agricultural planning;
- Prepares detailed project documents/proposals for International and Local funding, including rigorous economic, financial and sensitivity analyses to ensure that viability is achievable and sustainable;
- Assists in the critical appraisal of projects, plans and programmes submitted for review before implementation;
- Performs careful analysis and consultations to ensure accuracy, consistency, relevance, and suitability of projects, plans and programmes;
- Prepares briefs, reports and studies relating to agricultural programmes, plans and projects;
- Participates and makes recommendations on various technical committees, guiding the development of projects, plans and programmes;
- Conducts surveys on various agricultural enterprises to obtain relevant information, and analyzes results for proper guidance in the planning process;
- Builds farm models to provide information for proper guidance in developing projects, plans and programmes;
- Develops Opportunity Profiles for viable agricultural enterprises and promotes these Profiles to interested stakeholders;
- Liaises with local, regional and internal organizations/agencies on matters pertaining to agricultural issues and data;
- Assists with the dissemination of general information to other Government Agencies and NGO's in respect of agricultural issues as requested.
- Performs other related functions assigned from time to time by the Director of the Economic Planning Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills.
- Ability to work well in a team.
- Good interpersonal skills
- Integrity
- Good planning and organizing skills
- Goal results oriented

- Strong Customer and Quality Focus skills

Technical:

- Excellent knowledge of Economics and planning principles.
- Sound knowledge of Project Formulation, Appraisal and Management.
- Good research and analytic skills.
- Sound problem solving skills.
- Proficiency in the use of relevant computer applications.
- Excellent presentation skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics or Agricultural Economics from a recognized University.
- Training in Project Formulation, Appraisal and Management.
- Two (2) years' work experience in agricultural planning and analysis.

Special Conditions Associated with the Job

- Adverse working conditions may be encountered (e.g. hilly terrain) while conducting the Cost of Production survey during the summer months.
- Lack of co-operation from other Divisions, Ministries and agencies may have a negative impact on meeting deadlines and qualitative standards.

Applications accompanied by résumés should be submitted **no later than Friday, 7th August, 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**