



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 306**

**OSC Ref. C. 4858<sup>36</sup>**

**25<sup>th</sup> November, 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, Market Research (SOG/ST 8) – (Vacant)** in the **Agricultural Services Unit, Ministry of Agriculture and Fisheries**, salary range \$2,457,386 - \$2,921,059 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, Market and Research (SOG/ST 8), is responsible for planning, organizing and undertaking all marketing research activities relating to the domestic and export marketing of agricultural products. The incumbent is also responsible for monitoring the importation of raw materials, sensitive food crops and livestock products.

### **Key Responsibilities**

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

- Monitors and provides guidance in the development of Marketing Research Programmes;
- Develops and reviews standard specifications for non-traditional crops and livestock;
- Prepares the Marketing Research, Grades and Standards Unit's Operational Plan;
- Prepares and monitors the Unit's Fiscal Budget and other aspects of the Division's Budget;
- Represents the Ministry at various Committee Meetings.

#### ***Technical and Professional:***

- Designs Marketing Research Programmes;
- Analyzes import data to ensure local production is not displaced by imports;
- Assesses standard specifications for agricultural crops and livestock;
- Ensures the availability of poultry meat through a supply management system;
- Liaises with the Director, ensuring the preparation of the Fiscal Budget;

#### ***Human Resource:***

- Manages the welfare and development of direct reports through the preparation of performance appraisal and recommends required training and development programmes;
- Ensures that job descriptions are developed and made available to all staff members of the Division;
- Ensures that staff is aware of the purpose and functions of the Division;
- Provides guidance to staff through coaching and monitoring;
- Ensures that staff is aware of and adheres to the policies, procedures, rules and regulations of the Public Service;
- Performs any other duties assigned by the Principal Director and Director.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent written and oral communication skills
- Good problem solving skills
- Good leadership skills
- Good interpersonal skills
- Ability to work in a team
- Ability to manage the client interface
- Compliance

- Planning and organizing skills

***Technical:***

- Highly developed marketing research skills
- Excellent knowledge of the Agro-processing Industry
- Sound knowledge of the Poultry Industry
- Basic budget skills
- Proficiency in the use of computer applications

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agricultural Economics or Marketing or equivalent;
- Five (5) years' experience in the field of Agricultural Marketing Research

Applications accompanied by Résumés should be submitted **no later than Monday, 7<sup>th</sup> December, 2020 to:**

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

E-mail: [hrm@micaf.gov.jm](mailto: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**