



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 303

OSC Ref. C. 4858³⁶

24th 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 **Research Officer (SOG/ST 6) – (Not Vacant)** in the **Agricultural Services Unit, Ministry of Agriculture and Fisheries**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director, Market Research (SOG/ST 8), the Research Officer (SOG/ST 6) prepares demand studies for non-traditional crops and livestock products to support the development of policy decisions.

Key Responsibilities

Professional/Technical:

- Conducts demands studies and produces report to provide information for policy development;
- Ensures that retail prices are collected at Corporate Area supermarket on a weekly basis to ascertain the supply and demand for various agricultural products;
- Conducts price studies in assigned geographical areas to analyze prices to ascertain movements on the market;
- Visits agro-processors to determine the needs for agricultural raw material.
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and conflict management skills

Technical:

- Proficiency in the use of relevant computer applications
- Ability to manage external relationships
- Working knowledge of Market Research
- Knowledge of the operations of Government/ Ministry's policies and procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies with a Marketing or Economics Major.

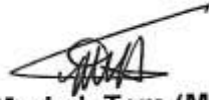
Applications accompanied by Résumés should be submitted **no later than Monday, 7th December, 2020 to:**

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

E-mail: hrm@micaf.gov.jm

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