



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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### **CIRCULAR No. 322**

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

**8<sup>th</sup> December, 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 **Assistant Market Development Officer (GMG/SEG 1) (Not Vacant)** in the **Ministry of Agriculture and Fisheries**, salary range 1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Market Development Officer (GMG/SEG 2), the Assistant Market Development Officer (GMG/SEG 1) will assist by supporting the activities that relates to agricultural infrastructure selection and development. The incumbent will also assist with the logistical issues relating to distribution both nationally and internationally.

### **Key Responsibilities**

#### **Technical/Professional**

- Assists with brand development for the various agricultural produce;
- Assists in the co-ordination of training programmes for stakeholders on grades and standards for agricultural produce;
- Assists in the development of Promotional Plans related to the nutritional content of crops;
- Monitors projects targeting agri-business and rural development;
- Attends Board/Farmers meetings and prepare reports of significant outputs from these meeting;
- Collects information regarding local, world production, exporters, importers, domestic consumption, supply availability, purchases and prices from traders in agricultural produce and submits Target Market Report to Branch Head;
- Identifies and makes recommendations for suitable locations for the development and upgrade for Distribution Hubs;
- Prepares monthly, quarterly, half yearly and annual Reports for the traditional Commodities and ensures that market news, situation and outlook reports are completed;
- Assists in the preparation and updates schedules for production and productivity initiatives for local production, exports and processing needs for varying crops and exporters' needs;
- Performs other related functions assigned from time to time by the Market Development Officer.

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

#### **Core**

- Excellent oral and written communication skills
- Good problem solving skills
- Good interpersonal skills
- Ability to work in teams
- Good customer relations skills

#### **Technical**

- Knowledge of agricultural production and marketing systems
- Sound knowledge of the organization policies and procedures
- Good presentation skills
- Proficiency in the relevant computer software applications
- Good research skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Marketing and/or Agricultural related sciences and Diploma or similar certification in Management Studies
- Three (3) years' experience in Marketing with Agricultural emphasis
- Two (2) years' experience in Management

**Special Conditions Associated with the Job**

- Extensive Travelling Island- Wide

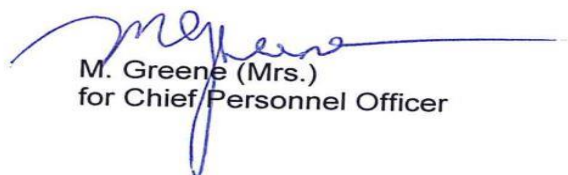
Applications accompanied by résumés should be submitted **no later than Monday, 21<sup>st</sup> December, 2020 to:**

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

Email: [hrm@micaf.gov.jm](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.**



M. Greene (Mrs.)  
for Chief Personnel Officer