



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 50
OSC Ref. C. 4858³⁷

5th February, 2021

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/be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Assistant Monitoring Officer (GMG/SEG 1) – Agricultural Services Unit – (Vacant)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Senior Procurement Officer (GMG/AM 4) – Procurement Branch – (Not Vacant)**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.

1. Assistant Monitoring Officer (GMG/SEG 1)

Job Summary

Under the direct supervision of the Director, Stakeholder Liaison (GMG/SEG 3), the Assistant Monitoring Officer (GMG/SEG 1) has a responsibility to assist with the regulating and marketing of traditional Agricultural commodities and provide technical assistance to the various stakeholders.

Key Responsibilities

Management/Administrative Responsibilities

- Represents the Ministry at meetings, conferences and other functions as directed;
- Co-ordinates training programmes for farmers and exporters of traditional commodities;
- Assists in the development of Promotional Plans related to the nutritional content of crops.

Technical/Professional Responsibilities

- Assists with the conducting of Market Research activities to identify feasibility of existing policies and their economic impact;
- Assists with the preparation of the Boards Annual Reports and submit these to the Minister on time for the reports to be tabled in Parliament;
- Assists in the preparation of Cabinet Submissions, Cabinet Notes and Ministry Papers;
- Assists with the maintenance of database with statistics on traditional Agricultural commodities;
- Assists with the preparation of monthly, quarterly, half yearly and Annual Reports for the traditional commodities and ensures that Market News Reports are submitted;
- Assists with the preparation and updating of schedules for production and productivity initiatives for local production, exports and processing needs for varying crops and exporters' needs;
- Assists with the preparation of Status and Annual Reports of the Commodity Boards on a quarterly basis;
- Assists with the preparation of Briefs for the Minister;
- Assists with the preparation of Gazette Notices;
- Assists in providing technical support to the various stakeholders in order to improve the Agricultural Sector;
- Performs any other related functions assigned from time to time by the Director, Stakeholder Liaison.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent presentation skills
- Good problem solving and decision making skills
- Good analytical skills
- Good leadership skills
- Good interpersonal skills
- Ability to work in teams
- Good customer and quality focus skills

Technical:

- Sound knowledge of Government Accounting Procedure and FAA Act
- Knowledge of agricultural production and marketing systems
- Sound knowledge of the organization policies and procedures
- Proficiency in the relevant computer application
- Excellent knowledge in the preparation of reports

Minimum Required Qualification and Experience

- Bachelor of Science Degree in the Social Sciences preferably in Agricultural Marketing and/or Agricultural related sciences and diploma in Management Studies
- At least two (2) years' experience in Marketing

2. Senior Procurement Officer (GMG/AM 4)

Job Summary

Under the direct supervision of the Procurement Manager (GMG/SEG 2), the Senior Procurement Officer (GMG/AM 4) researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

Management/Administrative

- Prepares reports;
- Assists the Procurement Manager to set priorities and to formulate procedures;
- Advises the Procurement Manager or Principal Finance Officer of suppliers reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Procurement Manager;
- Provides guidance to internal/external customer on the Ministry's Procurement policies and procedures;
- Develops method of settling payment for the client;
- Ensures that payments are made to the supplier after goods are received in good condition and according to Purchase Order;
- Ensures that procurement practices conform with the relevant Acts;
- Establishes and maintains an inventory listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers.

Professional/Technical Responsibilities

- Sources suitable and registered suppliers from which to purchase;
- Ensures that purchases are made within the Procurement guidelines given by the Ministry of Finance and the Public Service;
- Investigates suppliers' performances, capability and how competitive their prices are;
- Seeks pro-forma invoices from reputable suppliers and follow-up until they are received;
- Issues purchase orders;

- Prepares Commitment and Payment Vouchers and submits for payment;
- Monitors orders to ensure payment;
- Collects items and ascertain that the quality and quantity received is accordance with Purchase Order;
- Ensures that supplies are delivered and that items are properly accounted for;
- Maintains records of goods in storage prior to delivery to the various Departments;
- Maintains a Filing System;
- Assists with typing letters and reports as directed by the Procurement Manager;
- Makes photocopies of documents, collates and files documents ;
- Collects receipts and clears advance payments;
- Liaises with Internal and External Customers;
- Checks Pro-forma Invoices for correctness before sending them to the Procurement Manager;
- Prepares and submits documents to Accounts Division for the clearing of advances;
- Prepares and submits quarterly reports to the Office of Contractor General (OCJ);
- Prepares and distributes tender documents for the procurement of goods and services;
- Prepares PMAS reports for staff members;
- Supervises staff;
- Performs any other duties as directed by the Head Procurement Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Excellent planning and organizing skills
- Teamwork and co-operation
- Problem solving and decision making skills
- Time management and interpersonal skills
- Use of initiative

Technical:

- Good knowledge of the operations of Government and Knowledge of the Ministry's policies and procedures
- Good knowledge of the Procurement Guidelines
- Good Knowledge of FAA Act
- Proficient in relevant computer software applications

Minimum Required Qualification and Experience

- Diploma in Business Administration or Management Studies
- Sound knowledge in Government Procurement Procedures and Financial Regulations
- Minimum of two (2) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

OR

- Certificate in Public Administration
- Sound knowledge in Government Procurement Procedures and Financial Regulations
- Minimum of three (3) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

OR

- MIND certification in Procurement and Supplies Management
- Minimum of three (3) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

Applications accompanied by Résumés should be submitted **no later than Friday, 19th February, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of 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.

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right above it.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**