



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 59
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18th 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 the **vacant post of Market Development Officer (GMG/SEG 2) in the Agricultural Services Unit, Ministry of Agriculture and Fisheries**, salary range \$2,023,418 p.a. - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Agricultural Business (GMG/SEG 3), the Market Development Officer (GMG/SEG 2) will assist in the co-ordinating and monitoring of the activities of Agribusiness and Rural Development. The incumbent will also assist in identifying locations for the development and upgrading of Distribution Hubs, wholesale markets and farmers markets to facilitate the marketing of agricultural products island wide.

Key Responsibilities

Management/Administrative

- Represents the Ministry on various Boards, National and International Organizations;
- Represents the Ministry at meetings, conferences, workshops and seminars;
- Provides administrative support to ensure smooth operationalization of commodity associations.

Technical/Professional

- Identifies Trade Related Capacity Enhancement (TRCE) initiatives that will support Regional and International Trade;
- Manages and maintains records of income and expenditure funds provided by the commodity associations;
- Liaises and collaborates with donor agents on behalf of commodity associations;
- Provides technical support to the various stakeholders in relation to operations of their entities;
- Monitors the quality standards for Agribusiness Operations;
- Assists with brand development for the various agricultural produce;
- Provides technical support to local Packaging Industry in order to improve competitiveness
- Assists in the co-ordination of training programmes for all 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 Agribusiness and Rural Development;
- Attends Board/Farmers meetings and prepares reports of significant outputs from these meetings;
- Collects information regarding local, world production, exporters, importers, domestic consumption, supply availability, purchases and price 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;
- Audits the operation of established Hubs;
- Monitors storage conditions for varying crops;
- Prepares monthly, quarterly, half yearly and Annual Reports for the traditional commodities and ensures that market news, situation and outlook and duty concession 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;
- Assists in the preparation of Briefs for Minister;
- Establishes linkages with other Departments within and outside of the Organization;
- Selects and facilitates Agency relationships;

- Performs any other related duties/functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Good problem solving and decision making skills
- Good analytical thinking skills
- Good leadership skills
- Good interpersonal skills
- Good teamwork and co-operation skills
- Good customer and quality focus skills

Technical

- Knowledge of agricultural production and marketing systems
- Excellent knowledge of the Ministry's policies and procedures
- Excellent presentation skills
- Proficiency in the use of relevant computer applications
- Excellent research skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Agricultural Economics and/or Agricultural related sciences and Diploma or similar certification in Management studies
- Five (5) years' experience in Marketing with agricultural emphasis
- Three (3) years' experience in Management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extensive travelling island wide

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd March, 2021 to:**

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

E-mail hrm@moa.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**