



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 101
OSC Ref. C. 4858³⁸

17th March, 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 Agricultural Economist (SOG/ST 7) in the Agricultural Marketing Information Branch, Ministry of Agriculture and Fisheries**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director of Reports and Evaluation (GMG/SEG 3), the Agricultural Economist (SOG/ST 7) is responsible for planning, developing and conducting studies within the Ministry to determine whether the programmes, projects and functions performed are achieving their objectives effectively and efficiently and making recommendations for improvement, where necessary.

Key Responsibilities

Management/Administrative:

- Attends meetings and other functions;
- Assists in the preparation of the Branch's Budget;
- Collaborates with Project Management Unit in assessing status of projects/programmes of the Ministry;
- Sensitizes the Director of Reports and Evaluation on breaches of contracts, mismanagement of project funds and deviation from project objectives;
- Represents the Director/Unit at various committees and meetings.

Technical/Professional:

- Plans, develops and conducts socio-economic studies in the Ministry/Department and Agencies;
- Reviews and analyzes the economic implications of programmes and projects to evaluate their efficiency and effectiveness;
- Observes and analyzes current economic trends and development in the Sector and appraises the economic policy and their effects on projects and programmes of the Ministry;
- Develops working knowledge of financial and economic indicators such as Net Present Value (NPV), Internal Rate of Returns (IRR), cost-benefits analysis and value analysis etc., of projects/programmes;
- Determines the adequacy of project funds (both Capital A and Capital B) for sustenance of projects;
- Prepares Monthly, Quarterly and Yearly Project Monitoring and Evaluation Reports on the programmes and projects being implemented by the Ministry, its Departments and Agencies;
- Supervises field data collection for surveys and censuses;
- Performs statistical analysis of data and creates summary tables and charts;
- Prepares Ad Hoc Reports on other staff members in the performance of their duties;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good customer and quality focus skills
- Good analytical/reasoning skills
- Good organizing and leadership skills
- Good problem solving and conflict management skills
- Ability to use initiative

Technical:

- Good mathematical reasoning
- Sound judgment
- Good research skills
- Excellent knowledge in the preparation of reports
- Good knowledge of agricultural production and marketing systems
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Agricultural Economics, Marketing or equivalent;
- Working experience in calculation, analysis and interpretation of agricultural information, as well as Statistical Software, would be an asset.

Special Condition Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to dust and bacterial and fungal spores;
- Exposure to long hours of solar radiation in the field and also rain soak;
- Risk associated with long distance road travel, often off track in unfamiliar and high risks areas;
- Occasional long working hours.


Applications accompanied by Résumés should be submitted **no later than Tuesday, 30th March, 2021 to:**

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

Email: 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**