



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

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26th April, 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 following posts in the **Economic Planning and Policy Division, Ministry of Agriculture and Fisheries**:

1. **Agricultural Economist (SOG/ST 6) – (Vacant)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.

1. Agricultural Economics (SOG/ST 6)

Job Purpose

Under the direct supervision of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6) formulates, plans programmes and projects for the Agricultural Sector to ensure that the Mission of the Ministry is achieved.

Key Responsibilities

Management/Administrative:

- Represents the Division and Ministry at meetings, conferences and other functions as directed.

Technical/Professional:

- Analyzes and classifies agricultural data from various Agencies such as FAO, World Bank, WTO and STATIN with the view to obtaining necessary information to assist in agricultural planning;
- Prepares detailed project documents/proposals for International and Local funding, including rigorous economic, financial and sensitivity analyses to ensure that viability is achievable and sustainable;
- Assists in the critical appraisal of projects, plans and programmes submitted for review before implementation;
- Performs careful analysis and consultations to ensure accuracy, consistency, relevance, and suitability of projects, plans and programmes;
- Prepares briefs, reports and studies relating to agricultural programmes, plans and projects;
- Participates and makes recommendations on various technical committees, guiding the development of projects, plans and programmes;
- Conducts surveys on various agricultural enterprises to obtain relevant information, and analyze results for proper guidance in the planning process;
- Builds farm models to provide information for proper guidance in developing projects, plans and programmes;
- Develops Opportunity Profiles for viable agricultural enterprises and promotes these Profiles to interested stakeholders;
- Liaises with local, regional and internal Organizations/Agencies on matters pertaining to agricultural issues and data;
- Assists with the dissemination of general information to other Government Agencies and NGO's in respect of agricultural issues as requested;
- Performs other related functions assigned from time to time by the Director of the Economic Planning Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work well in a team
- Good interpersonal skills
- Strong Integrity
- Good planning and organizing skills
- Goal results oriented
- Strong Customer and Quality Focus skills

Technical:

- Excellent knowledge of Economics and planning principles
- Sound knowledge of Project Formulation, Appraisal and Management
- Good research and analytic skills
- Sound problem solving skills
- Proficiency in the use of relevant computer applications
- Excellent presentation skills

Minimum Required Qualification and Experience

- Bachelor's of Science Degree in Economics or Agricultural Economics from a recognized University;
- Training in Project Formulation, Appraisal and Management;
- Two (2) years' work experience in agricultural planning and analysis.

Special Condition Associated with the Job

- Adverse working conditions may be encountered (e.g. hill terrain) while conducting the Cost of Production survey during the summer months;
- Lack of co-operation from other Divisions, Ministries and Agencies may have a negative impact on meeting deadlines and qualitative standards.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Chief Planning Analyst (GMG/SEG 5), the Senior Secretary (OPS/SS 3) is responsible for providing secretarial services to facilitate the efficient operation of the Division.

Key Responsibilities

- Takes dictation and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials;
- Maintains a system of confidential files;
- Faxes makes photocopies and bounds documents;
- Maintains diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant Officers or Office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Confidentiality
- Good initiative

- Good time management skills

Technical

- Proficiency in shorthand at a speed of 100-120 p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/ Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by Résumés should be submitted **no later than Friday, 7th May, 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**