



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 266**  
**OSC Ref. C. 4858<sup>40</sup>**

**4<sup>th</sup> August, 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 be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Planning and Research Analyst (SOG/ST 6) – (Not Vacant)** in the **Strategic Planning, Performance Monitoring and Evaluation Branch**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Finance and Accounts Division**, salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.
3. **Inventory Officer (PIDG/RIM 3) – (Not Vacant)** in the **Facilities and Property Management Branch**, salary range \$897,182 – \$1,066,467 per annum and any allowance(s) attached to the post.

**1. Planning and Research Analyst (SOG/ST 6)**

**Job Purpose**

Under the general direction of the Senior Performance Monitoring and Evaluation Analyst (GMG/SEG 3) the Planning and Research Analyst (SOG/ST 6) is required to execute strategies to monitor the performance of the Ministry's programmes and projects, its Agencies and Commodity Boards. As such the Planning and Research Analyst monitors and reports on the implementation of MOAF's programmes plans, various projects, objectives and targets.

The Planning and Research Analyst, as part of the overall Strategic Planning and Performance Monitoring and Evaluation Division (SPPMED) contributes to the preparation, monitoring and evaluation of the Ministry's, Agencies', External Departments' and Outstations' overall Strategic Business Plans.

**Key Responsibilities**

***Management/Administrative:***

- Prepares Annual, Quarterly and Monthly reports and analysis of findings as required;
- Attends meetings, seminars and workshops on behalf of the Division;
- Prepares and delivers presentations in relation to portfolio area.

***Technical/Professional:***

- Assesses levels of impact implementation of strategies/action plans on the public;
- Develops, administers and analyzes questionnaires and surveys to stakeholders in relation to projects been implemented;
- Liaises with clients to receive input about the nature of the research to be carried out;
- Defines and refines research objectives based on liaisons and level of information required;
- Prepares draft Cabinet Notes;
- Designs research instruments and administers to relevant groups in project communities;
- Uses appropriate and creative methodology to design and manage a research project - may involve the use of quantitative and/or qualitative methods and may include both pilot and development work;
- Applies a variety of research techniques to gather relevant information, including document analysis, surveys, case studies;
- Conducts information and data retrieval searches and input using electronic databases;
- Analyzes and evaluates research and interprets data, ensuring that key issues are identified;
- Gathers information by carrying out fieldwork;
- Compiles and analyses data to strengthen the capacity of statistical databases;

- Conducts verification and background checks to ensure credibility and reliability of reports, and mainstreamed for gender and climate change issue etc.;
- Assists with the development of macro-economic modelling/research capabilities to facilitate monitoring/ recommendations for sectors under the Ministry's Portfolio;
- Assists with the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Ministry's planning and policy development functions;
- Identifies sources, liaises with external organizations, conducts relevant research;
- Presents and disseminates results, both orally and in writing;
- Offers research-based briefings and advice in writing and prepare action plans.

***Human Resource:***

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Performs any other related duties from time to time as assigned.

**Required Knowledge, Skills and Competencies**

***Core:***

- Ability to build and sustain partnerships with Programme/Project Managers within the Ministry, Agencies and Departments
- Ability to build consensus and promote collaboration
- Confidential
- Teamwork and co-operation
- Good research and analytical skills
- Excellent presentation skills
- Good customer and quality focus skills

***Technical:***

- Excellent research skills
- Knowledge of monitoring and evaluation techniques
- Knowledge of relevant computer applications
- Knowledge of research methods
- Knowledge of the operations of Government/ Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Economics, Financial Management, Management Studies, Public Administration or any related social science discipline;
- Training in research methods and techniques;
- One (1) year related experience.

**Special Condition Associated with the Job**

- Required to conduct site visits and surveys for programmes, projects and other initiatives.

**2. Senior Secretary (OPS/SS 3)**

**Job Purpose**

Under the direct supervision of the Director, Account Payables and Payroll (FMG/PA 4), the Senior Secretary 3 (OPS/SS 3) is responsible for professional Secretarial services to support the operations of the Division.

**Key Responsibilities**

***Technical/Professional:***

- Reproduces various documents from drafts prepared by the Director using a personal computer;
- Maintains Filing System and ensures that files are readily available upon request by Director;
- Prepares, records and dispatches outgoing mails;

- Ensures that incoming mails are sorted, recorded and dispatched to relevant officers;
- Receives and makes telephone calls, and directs incoming calls to relevant officers or takes and delivers messages;
- Receives/hosts visitors and directs them to the relevant officers;
- Documents photocopied and faxed as requested by Director;
- Copies/scans and sorts payables and Payroll documents and circulars into Units for general distribution;
- Prepares and updates Minute Sheets for all transaction files;
- Maintains e-mail accounts for the Division by monitoring, collecting and delivering messages;
- Monitors documents submitted electronically; prints/brings to the attention of the Director for appropriate action to be taken;
- Types Individual and Unit Work Plans from drafts;
- Records and generates Minutes of meeting;
- Schedules and arrange meetings;
- Assists in preparing standard weekly/monthly/quarterly reports for submission to Principal Finance Officer and Ministry of Finance and the Public Service.
- Performs any other related duties as directed by Director, Payables and Payroll or Principal Finance Officer.

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

#### ***Core:***

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good time management skills
- Good problem solving and conflict management skills

#### ***Technical:***

- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficiency in shorthand at a speed of 100-120 words per minute
- Proficiency 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.

### **3. Inventory Officer (PIDG/RIM 3)**

#### **Job Purpose**

Under the direct supervision of the Director, Office Management and General Services (GMG/SEG 2), the Inventory Officer (PIDG/RIM 3) is responsible to maintain proper inventory

records of all the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending equipment, furniture and assets that should be board of survey to the relevant authorities.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Develops and maintains database of all Government furniture, equipment and other assets;
- Maintains and secures all inventory records in Head Office and all outstations;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Head Office and all outstations;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Head Office and all outstations;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired/ board of surveyed
- Performs any other related duties assigned from time to time

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

#### ***Core:***

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good planning and organizing skills
- Good interpersonal skills
- Teamwork and co-operation

#### ***Technical:***

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Good report writing skills
- Proficiency in the use of the relevant computer applications

### **Minimum Required Qualification and Experience**

- Four (4) GCE 'O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

### **Special Condition Associated with the Job**

- Exposure to dust, harmful chemicals

Applications accompanied by Résumés should be submitted **no later than Wednesday, 18<sup>th</sup> August, 2021 to:**

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

Email: [hrm@moa.gov.jm](mailto: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.**