



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

CIRCULAR No. 352

OSC Ref. C. 4858⁴⁰

15th October, 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. **Agricultural Economist 2 (SOG/ST 6) – (Vacant)** in the **Agricultural Planning and Policy Directorate**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Human Resource and Administrative Manager (GMG/SEG 1) – (Not Vacant)** in the **Research and Development Division Bodles, Old Harbour** for the period **(November 1, 2021 – January 14, 2022)**, salary range \$1,577,167- \$1,874,755 per annum and any allowance(s) attached to the post.

1. Agricultural Economist 2 (SOG/ST 6)

Job Purpose

Under the general direction of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6), is responsible for the collection and classification of agricultural data; preparation and analysis of financial and economic aspects of projects; write project budgets; develop relevant project schedules; assist in planning farm management activities; prepare farm models for various farm enterprises; conduct surveys and analyze results and assist in the preparation of briefs and reports.

Key Responsibilities

Management/Administrative:

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

Technical/Professional:

- Assists in the analysis of data with the view to obtaining basic information to assist in Agricultural Planning;
- Assists in the preparation of detailed project documents/proposals for international funding including financial and economic analysis, budgeting, relevant project schedules and analyze data relating to proposed agricultural programmes and projects;
- Builds farm models to provide information for the proper guidance of farmers in adopting efficient and profitable farm management practices which forms the basis for preparation of some projects;
- Assists in the collection of relevant data for input prices on labour and material cost for the preparation and update of Cost of Production of vegetables and root crops;
- Assists in the preparation of new systems for Cost of Production analysis for fruit tree crops, organic crops, greenhouse agriculture, herbs, nutraceuticals, greenhouse agriculture, hydroponics and livestock;
Carries out field studies for new crop and livestock Cost of Production analysis;
- Liaises with Data Bank, Research and Development and RADA in the analysis of Time and Motion Studies for Cost of Production Analysis;
- Analyses data and assists with compilation of statistics for Cost of Production for all crops including new crops to be added to Cost of Production exercise;
- Liaises with other Local, Regional and International Organizations/Agencies on matters pertaining to Cost of Production Data and other agricultural issues;
- Assists in the supplying of general information to other Government Agencies and NGO's and University students in respect of agricultural issues as requested;
- Assists in the preparation of briefs and reports relating to Agricultural Programmes, policies and projects;
- Performs any other related functions assigned from time to time by the Senior Agricultural Economist and the Director of the Economic Planning Division.

Required Knowledge, Skills and Competencies

Core:

- Ability to work in teams;
- Excellent oral and written communication skills
- Interpersonal, planning and organizing skills

Technical:

- Good research and analytical skills
- Proficient in the use of relevant computer applications
- Knowledge of statistical and economic principles

Minimum Required Qualification and Experience

- A first degree in Economics or Agricultural Economics from a recognized university;
- Training in Project Formulation, Appraisal and Management;
- Proficient in the use of Microsoft Office, Statistical and spreadsheet packages and the Internet.

Special Conditions Associated with the Job

- Adverse working conditions may be encountered (e.g. hilly terrain) while conducting the Cost of Production survey during the summer months.

2. Human Resource and Administrative Manager (GMG/SEG 1)

Job Purpose

Under the direction of the Principal Research Director (SOG/ST 10) the Human Resource and Administrative Manager (GMG/SEG 1), is responsible for the planning, organizing, directing and controlling of all Human Resource and Administrative functions of the Research and Development Division.

Key Responsibilities

Management/Administrative:

- Manages all Human Resource and administrative functions of the Division on a day to day basis;
- Participates in the Division's Strategic Planning process;
- Participates in the recruitment processes;
- Prepares and issues letters;
- Provides professional advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Provides professional advice/guidance to the Principal Research Director and Head of Unit on personnel and administrative matters;
- Provides counselling to members of staff on work related or personnel matters/problems;
- Represents the Division at meetings, seminars, workshops;
- Conducts regular staff meetings with outstations;
- Participates and determines housing solutions on the Housing Committee for the Division.

Technical/Professional:

- Submits recommendations to the Personnel Unit for employment, termination, promotions, acting appointments, transfers and recruitment of staff;
- Maintains the Division's Staff List;
- Participates in the recruitment, selection and placement of all level of staff for the Division;
- Reviews and evaluates Performance Evaluation Reports;
- Directs members of staff in the performance of their duties through supervision and delegation;
- Prepares monthly reports for Principal Research Director;
- Submits recommendations to the Personnel Unit for Vacation Leave, Study Leave, Recreation and Sick Leave;
- Prepares and submits letters of justification for the operation of post;

- Provides accommodation for teachers and students who request field trip/work experience training Arranges Internship Programmes for students attending the College of Agriculture, Science and Education (CASE);
- Provides accommodation for National Youth Service Workers semi-annually.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal skills
- Good people management skills
- Excellent/Good oral and written communication skills
- Strong customer and quality focus skills
- Strong integrity

Technical:

- Excellent knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Public Administration, Management Studies;
- Five (5) years' experience in Personnel related functions.

Applications accompanied by résumés should be submitted **no later than Friday, 29th October, 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**