



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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5th November, 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 **Chief Executive Officer (GMG/SEG 6)** in the **Jamaica Dairy Development Board (JDDB)** (an Entity under the **Ministry of Agriculture and Fisheries**), salary range **\$4,148,351 - \$4,931,086** per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Board of Directors, the Chief Executive Officer (GMG/SEG 6) is responsible for:

- Managing the transformation of the Dairy Industry with the objective of achieving the mandate established by the Ministry of Agriculture and Fisheries;
- Providing authoritative policy advice to the Minister of Agriculture and Fisheries, with respect to all production, technical and trade aspects of the Dairy Industry.

Key Responsibilities

Management/Administrative:

- Advises and guides the Chairman and Directors of the Jamaica Dairy Development Board (JDDB) on all matters relating to the Dairy Industry;
- Serves as ex-officio Director and Secretary to Board of Directors;
- Monitors the performance of the Dairy Sector and prepares and disseminates Annual and other periodic Sectoral Reports and Summaries;
- Prepares and submits periodic Strategic, Corporate and Work Plans for the approval of the Directors of the Board;
- Prepares for the approval of the Directors, the annual Budget of the Board;
- Prepares and submits to Directors, Periodic Reports on the status of the financial and other resources allocated to the Board;
- Ensures the timely attainment of objectives determined by the Board of Directors;
- Reviews the structure and function of the Board and advises on measures to improve on the efficiency and effectiveness in the delivery of objectives;
- Consults and collaborates with all relevant Public and Private Sector Stakeholders with a view to evaluating the impact of Public Policy on the performance of the Dairy Industry;
- Collaborates with individual players and Industry Associations in the pursuance of Government's Milk Production Enhancement Programme;
- Serves as ex-officio Director of the Jamaica Dairy Farmers' Federation;
- Prepares proposals for the advice of the Minister of Agriculture and Cabinet on requisite policy reforms to enhance the performance of the Sector;
- Guides the Technical Specialists assigned to the Board in the conduct of Periodic Reviews of the production, processing, marketing and economic aspects of the Dairy Sector;
- Develops, in consultation with individual stakeholders, collaborative, on-site technical and economic evaluations of production systems aimed at measuring and improving efficiencies throughout the Industry;
- Conducts periodic demographic and other surveys to determine baseline and other pertinent information on the Sector to inform planning and policy formulation.

Technical/Professional:

- Participates in periodic evaluations of the programmes and activities of the Board;
- Prepares statutory Annual Reports of the Jamaica Dairy Development Board, including resource utilization and Industry Review for submission to the Minister of Agriculture and Fisheries, for tabling in Parliament;
- Co-ordinates and contributes to the development of technical guidelines by technical specialists;
- Ensures the statutory filing of relevant reports by Industry players to enhance Industry development and regulation;

- Monitors, analyzes, prepares and disseminates Periodic Reports on the local trade in milk and dairy products;
- Accesses and disseminates information with respect to the Global Dairy Industry to provide economic, market, technical and policy related benchmarks for Local Industry stakeholders;
- Consults with relevant Agencies in the development of operating standards, technical guidelines and codes for the regulation of the Industry;
- Develops Industry/Individual Development Programmes/Projects and initiates the sourcing of requisite financial/technical assistance;
- Undertakes Periodic Reviews of the performance of the Dairy Industry to determine its consistency with policy objectives;
- Organizes and conducts training seminars/workshops aimed at improving the efficiency and international competitiveness of the Local Dairy Industry.

Human Resource:

- Liaises with the Human Resource Division of the Ministry of Agriculture and Fisheries, in respect of job classification and review, staff recruitment and welfare;
- Monitors and evaluates the performance of Direct Reports, prepares performance appraisals and recommends/initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to staff through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare needs of the staff of the Board are clearly identified and effectively addressed;
- Participates in the recruitment of staff for the Board, develops and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Develops and implements a Succession Planning programme, in collaboration with the Human Resource Division, for the Board to facilitate continuity and availability of required skills and competencies to meet the needs of the Board;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals;
- Performs any other related duties assigned by the Minister of Agriculture and Fisheries and the Permanent Secretary, through the Chairman, JDDB.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal and people management skills
- Ability to lead and manage change initiatives
- Strong leadership and management skills
- Managing external relationships
- Managing the client interface
- Goal results oriented
- Analytical thinking

Technical:

- Knowledge of Programme Budgeting and Financial Management
- Good problem-solving and conflict management skills
- Financial and Business Acumen
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action
- Proficiency in the use of relevant computer applications
- Excellent knowledge of the Ministry's policies and procedures
- General knowledge of the operations of Government rules, regulations and procedures
- Good understanding of the role of public policy in driving national development

Minimum Required Qualification and Experience

- Masters Degree in Business/Public Administration;
- First Degree in Agriculture (Livestock Major, preferably);
- Ten (10) years progressive experience in Private or Public Sector Management or Administration.

Special Condition Associated with the Job

- Will be required to travel island-wide to attend meetings and perform work.

Applications accompanied by Résumés should be submitted **no later than Thursday, 18th November, 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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer