



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 414
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1st December, 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 post of **Policy Analyst (GMG/SEG 2) – (for period December 2021 to February 2022)** in the **Agricultural Planning and Policy Division, Ministry of Agriculture and Fisheries**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Principal Director (GMG/SEG 6), the Policy Analyst (GMG/SEG 2) is responsible for enhancing the performance of the Agricultural Sector by assisting in the formulation of policies, plans, programmes and projects with the National Plan.

Key Responsibilities

Technical/Professional:

- Prepares and develops policies for enhancement of the Agricultural Sector and sustainable development of the rural economy;
- Monitors the impact of current policies, strategies and plans on the Agricultural Sector;
- Monitors trends and new developments in the Agricultural Sector to ascertain need for changes in policies or formulation of new ones;
- Conducts studies and surveys, interviews, etc. to inform plans and policies for the Agricultural Sector;
- Liaises with various Divisions and Departments of this Ministry and other Ministries/Agencies/Private Sector, in developing policies, plans and projects for the Agricultural Sector;
- Recommends changes in policies based on economic, social, environmental and global conditions;
- Prepares proposals outlining recommendations for changes in policies, strategies and plans;
- Facilitates stakeholders' input into the policy development process through various fora;
- Plans and arranges meetings and workshops as required;
- Organizes bi-annual stakeholders' fora to solicit views that will inform the planning and policy development processes;
- Liaises with the Senior Legal Officer concerning amendments to existing legislation, as necessitated by policy changes;
- Assists in developing plans and programmes for the Agricultural Sector that is consistent with the National Plan;
- Prepares action plans and strategies to complement policy documents;
- Participates in the preparation of projects for the development of the Agricultural Sector;
- Prepares Cabinet Submissions;
- Assists the Director of Economic Planning in the preparation of Briefs and Reports for the Minister and Permanent Secretary;
- Co-ordinates and prepares information for Local and International Agencies, including CARICOM;
- Responds to request for information from other Ministries, Agencies and the general public;
- Supplies information to other Government Agencies with regards to agricultural issues;
- Assists in the development of the Unit's Operational Plan;
- Represents the Ministry at meetings, conferences, seminars, workshops, etc.;
- Represents the Division and Ministry on various Committees;
- Participates as Committee Member on various Committees, on behalf of the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent presentation skills

- Problem solving and analytical skills
- Good leadership and interpersonal skills
- Managing Partners and external relationships
- Good customer and quality focus skills

Technical:

- Ability to plan, organize and co-ordinate workshops, meetings, etc.
- Proficiency in use of relevant computer applications
- Possesses good forward-thinking skills to determine opportunities and possible areas of intervention for Government
- Solution oriented
- Good research skills
- Good knowledge of the operations of Government/Ministry's policies and procedures
- Ability to interpret policies and procedures, analyze complex problems and adopt effective course of action
- Knowledge of long-range planning concepts and principles

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics or Agricultural Economics;
- Training in Policy Analysis and Management;
- Training in Project Management;
- Two years' experience in a policy related position in the Public Service.

Special Condition Associated with the Job

- Adverse working conditions may be encountered while conducting field visits in hilly and mountainous terrain.

Applications accompanied by résumés should be submitted **no later than Friday, 10th December, 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**