



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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8th February, 2022

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 **Director, Agricultural Services (GMG/SEG 4) – (Not Vacant)** in the **Agricultural Marketing and Information Branch, Ministry of Agriculture and Fisheries**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Agricultural Marketing and Information Branch (GMG/SEG 5), the Director, Agricultural Services (GMG/SEG 4) is responsible for implementing the Government's agricultural marketing, agricultural incentives, policies and programmes; planning, organizing, directing and controlling the work of the Agricultural Services Unit.

Key Responsibilities

Management/Administrative

- Manages the day-to-day operations of the Agricultural Services Unit;
- Represents the Ministry of Agriculture on various Boards and Committee;
- Chairs the Agricultural Export Complex Committee;
- Participates in the Ministry's Strategic Planning process by preparing and monitoring the Division's Operational Plan and Budget and ensuring that the work of the Division is carried out according to the plan and agreed targets are achieved;
- Develops marketing strategies and identifies potential markets;
- Monitors agencies responsible for marketing and development of traditional crops to ensure that Government's Marketing Policy is adhered to;
- Arranges training of framers and exporters in packing techniques;
- Reviews Marketing Legislation and makes recommendations for the introduction of new legislation when necessary;
- Monitors Agricultural Credit Programmes to ensure proper inspection/monitoring of People's Co-operative Banks (P.C. Banks);
- Manages and controls the Division's Budget;
- Verifies applications and recommends approval for Income Tax relief/approved farmers status under the Income Tax Act;
- Prepares Annual Reports on the work of the Division;
- Monitors the activities of the Agri-Business Council to foster modernization of the Information Systems and facilitates investment ideas;
- Makes recommendations to develop and acquire new markets and expand existing markets for farmers, exporters and agri-business;
- Provides a Market Intelligence Service by carrying out research on commodities market structure, supply and demand of produce prices, costs and profit margins;
- Develops and implements Work Programmes to achieve long and short-term objective of the Division;
- Develops and implement procedures to facilitate the monitoring of Work Programmes;
- Liaise with the Head of Units within the Division to assess their work programmes;
- Examines existing and proposed Trade Agreements as well as issues with regional and international trade organizations and makes appropriate recommendations;
- Develops, publishes and monitors programmes to improve the capabilities of producers;
- Advises the Permanent Secretary on Marketing policies, procedures and legislation.

Technical and Professional

- Arranges training for farmers and exporters in packing techniques;
- Provides a Market Intelligence Service by carrying out research on commodities market structure, supply and demand of produce prices, costs and profit margins;
- Develops and implements work programmes to achieve long and short-term objectives of the Division;

- Develops and implements procedures to facilitate the monitoring of work programmes;
- Liaises with the Head of Units within the Division to assess their work programmes;
- Examines existing and proposed Trade Agreements as well as issues with regional and international trade organizations and makes appropriate recommendations;
- Develops and publishes grades and standards for all local and export crops;
- Develops, implements and monitors programmes to improve the capabilities of producers;
- Advised the Permanent Secretary on Marketing policies, procedures and legislation.

Human Resource

- Manages the welfare and development of direct reports through the preparation of Performance Appraisal and recommends required Training and Development Programmes;
- Ensures that job descriptions are developed and made available to all staff members of the Division;
- Ensures that staff is aware of the purpose and functions of the Division;
- Provides guidance to staff through coaching and monitoring;
- Ensures that staff is aware of and adheres to the policies, procedures, rules and regulations of the Public Service;
- Performs other related functions as assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written skills
- Excellent team work and co-operation
- Excellent methodical skills
- Good planning and organizing skills
- Good leadership skills
- Good interpersonal skills
- Managing partners
- Managing the client interface
- Managing external relationships

Technical

- Excellent knowledge of Marketing and International Trade policies
- Excellent knowledge of Marketing Research
- A good working knowledge of the Income Tax Act
- Good problem solving skills
- Excellent knowledge of the Government's policies and procedures
- Working knowledge of the Staff Orders and the Public Service and F.A.A Act

Minimum Required Education and Experience

- Master's Degree in Agriculture, Social Sciences, Marketing or equivalent **And**
- Five (5) years' experience in Agricultural Marketing, Public Sector Administration or equivalent;
- Five (5) years' experience in a supervisory capacity

OR

- Bachelor's Degree in Agriculture, Social Science and Marketing or equivalent
- Eight (8) years' experience in Agricultural Marketing Public Sector Administration or equivalent
- Five (5) years working experience in a supervisory capacity

Applications accompanied by résumés should be submitted **no later than Monday, 21st February, 2022 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**