



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 108**  
**OSC Ref. C.4858<sup>42</sup>**

**18<sup>th</sup> March, 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 fill/be assigned to the following posts in the **Ministry of Agriculture and Fisheries (MOAF)**:

1. **Regional Rural Planner (SOG/ST 8) (Vacant)** in the **Agricultural Land Management Division**, salary range \$2,555,681–\$3,037,902 per annum, with the applicable allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) (Not Vacant)** in the **Human Resource Management Unit/Employee Benefits Section**, salary range \$781,231-928,638 per annum and any allowance(s) attached to the post.

**1. Regional Rural Planner (SOG/ST 8)**

**Job Purpose**

Under the direction of the Senior Director, Agricultural Land Management Division, the Regional Rural Planner co-ordinates, manages and provides professional, technical advice and guidance on Agricultural Land Use Planning, Land Management and Land Resource Protection in the specified Region. The incumbent is also responsible for writing complex reports on investigations and analyses.

**Key Responsibilities**

***Management/Administrative:***

- Examines proposals from internal and external clients and co-ordinates responses or action to be taken;
- Manages adherence to laws, regulations, permits and agreements governing all areas of work;
- Plans, schedules and leads field visits and manages investigations;
- Supervises a team of multi-disciplinary Officers engaged in sustainable Agricultural Land Management activities for the specified region and co-ordinates the work of the Region;
- Participates in the development of Budgets and Corporate, Operational and Work Plans;
- Implements strategies for conflict resolution and good time management;
- Investigates enquiries related to land use change;
- Prepares reports.

***Technical/Professional:***

- Exercises responsibility for the collection, processing and interpretation of land use data;
- Develops request services based on demand surveys; reviews current trends and developments in Agricultural Land Management and conceptualizes new projects and programmes as required;
- Analyzes recommendations on the proposed uses of agricultural land, for adherence and compliance with MOAF's goals and objectives;
- Recommends mitigation measures;
- Approves application and/or proposes conditions for permit;
- Conducts research on agricultural land use trends and land use management issues;
- Undertakes related research and co-ordinates Technical Planning Programmes for the soils and Land Resource Assessment Programmes in the Region;
- Establishes guidelines for GIS data quality and standards and ensures their alignment to international quality guidelines;
- Collaborates with tertiary institutions and Government/Agencies to develop and deliver training programmes and presentations;
- Conducts overlay analyses, develops research proposals and formulates technical documents and reports as required;
- Collaborates with the local and national planning Agencies to establish more effective guidelines for the improvement in processing development projects;

- Collaborates with other local planning organizations in the planning of rural development projects in the Region;
- Identifies and develops new business strategies to advance the mandate of the Division;
- Participates in the development and delivery of in-house training programmes;
- Writes feasibility studies, land evaluation assessments, crop suitability and other agricultural land management reports;
- Attends meetings, conferences and seminars and provides professional staff support to Agricultural and Planning Committees and formulates related proposals and technical reports;
- Defines areas of responsibility and authority and lines of communication and establishes performance standards to improve operations and increase productivity;
- Assigns work, determines priorities and advises on methodology and work procedures;
- Liaises and maintains interaction with stakeholders including NEPA, Local Planning Authority, RADA, NLA, etc.

***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 attain 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;
- 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 Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong leadership skills
- Ability to work in teams
- Excellent oral and written communication skills
- Ability to work on own initiative
- Good interpersonal skills
- Integrity
- Good people management skills
- Good conflict management and problem-solving skills

***Technical:***

- Good knowledge of Government policies and procedures
- Knowledge of Budgeting and Operational Plans
- Good knowledge of the principles and practices of agricultural resource protection and agricultural land use planning
- Good knowledge of land use development review techniques and the development approval process, agricultural land resource management, development planning models and the social factors impacting on agricultural lands
- Good knowledge of the policies, laws and other regulations governing land use in Jamaica
- Working knowledge of modern and developing planning techniques such as GIS and satellite remote sensing
- Some knowledge of soils, soil fertility and crop selection
- Good technical writing skills
- Ability to develop and deliver training programmes
- Knowledge of the relevant computer applications

**Minimum Required Qualification and Experience**

- Master of Science Degree in Agriculture, Planning, Rural Development, the Social Sciences Environmental Science or a related discipline;
  - Three (3) years related experience;
- OR**
- Bachelor of Science Degree in Agriculture, Planning, Rural Development, the Social Sciences, Environmental Science or a related discipline;
  - Six (6) years related experience.

### **Special Conditions Associated with the Job**

- Extensive travelling island wide;
- Exposure to insects and natural hazards on field trips.

## **2. Secretary 2 (OPS/SS 2)**

### **Job Purpose**

Under the supervision of the Senior Human Resource Officer (GMG/SEG 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Employee Benefits Section.

### **Key Responsibilities**

- Types forms, letters, reports, memoranda, Minutes and other correspondents;
- Records, sorts and dispatches incoming/outgoing correspondence;
- Receives and directs all telephone calls to relevant officers;
- Disseminates information to internal/external customers;
- Screens and directs visitors to the appropriate Officers;
- Monitors and requests files for relevant officers;
- Prepares and collates documents;
- Ensures that documents and correspondence are photocopied;
- Receives and forwards faxes as directed;
- Maintains an efficient Filing System;
- Records letters, memoranda, Minutes and reports in shorthand and reproduces material in typewritten form;
- Types Leave Computations;
- Performs any other related duties which may be assigned from time to time.

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

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

- Good interpersonal skills
- Good oral and written communication skills
- Good customer and quality focus skills
- Adaptability
- Integrity
- Compliance
- Excellent use of initiative
- Confidentiality

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

- Excellent secretarial skills
- Good knowledge of Records Management
- Proficiency in keyboarding
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

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

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
  - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 31<sup>st</sup> March, 2022 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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer