



Office of the Services Commissions

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CIRCULAR No. 344 **OSC Ref. C. 4858⁴³**

16th August, 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/fill the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Director, Agricultural Marketing Information (GMG/SEG 5) – (Not Vacant during the period *September 12, 2022 to May 22, 2023*),** salary range \$3,706,560 – \$4,405,935 per annum and any allowance(s) attached to the post.
2. **Director, Field Operations (SOG/ST 8) – (Not Vacant),** salary range \$2,555,681–\$3,037,902 per annum and any allowance(s) attached to the post.
3. **Administrator (GMG/AM 2) – (Vacant),** salary range \$1,025,878 – \$1,219,446 per annum and any allowance(s) attached to the post.

1. Director, Agricultural Marketing Information (GMG/SEG 5)

Job Purpose

Under the general direction of the Principal Director, Agricultural Planning and Policy, the Director, Agricultural Marketing Information (GMG/SEG 5) is responsible for providing technical and supervisory direction in order to provide management information for planning, organization, development and policy formation, procedures and programmes as well as technical advice and decision making in areas of Agricultural Services, Agricultural Information Management, Reports and Evaluation, Agricultural Market Research and Agricultural Field Operations.

The incumbent will also serve as key advisor to the Permanent Secretary, Minister of Agriculture, Principal Director, Planning and Policy and other Senior Directors on Agricultural Marketing related issues.

Key Responsibilities

Management/Administrative:

- Plans activities and prepares work programmes for the Branch and ensures that the work of the Agricultural Marketing Information Branch conforms to the overall objectives, directions and policies of the Ministry;
- Collaborates, reviews and makes recommendations to improve the Ministry's Information Technology Policy;
- Manages and co-ordinates the development of the information technology strategy in the Ministry's Technology Plan;
- Guides and directs the activities of the Ministry's Market Information Systems to enable them to provide relevant and timely information for enhancing decision-making within the Sector;
- Represents the Ministry of Agriculture at international, regional and national levels;
- Participates in the formulation of policy for the Ministry;
- Liaises with the Procurement Manager to ensure that the procurement and installation of hardware and software conform to the Ministry's information technology procedures, copyright, network security, and the relevant Government guidelines;
- Monitors and ensures that close collaborations are maintained with user community to develop mechanisms to address and translate their needs into system requirements and design specifications;
- Manages and directs the Marketing and Strategic Planning Programmes and facilitation of client development through marketing and client services programmes;
- Collaborates and ensures networking activities of various institutions so that there is improvement of their aggregate impact on the development of the Agricultural Sector;
- Manages the Division's reporting schedules and the accuracy of the reports;
- Oversees and manages the facilitation of Industry Associations in identifying market priorities and equipping them for success in global markets;

- Supervises the provision of technical services to Commodity Boards/Associations;
- Manages the co-ordination between agricultural producers and end-users to enhance marketing capacity and competitiveness within the Agricultural Sector and to monitor and co-ordinate resources and projects for the development of agri-businesses and rural communities;
- Oversees and manages the granting of incentives within the Agricultural Sector;
- Manages and co-ordinates contacts with Industry stakeholders and allied Agencies to capture current and projected information on the usage of and demand for agricultural products;
- Manages and co-ordinates the provision of the necessary administrative support for the development of agricultural subsectors through the continuous monitoring, guidance and co-ordination of stakeholder activities;
- Manages and co-ordinates the planning, organizing and undertaking all marketing research activities related to the domestic and export marketing of agricultural products.

Technical:

- Advises the Permanent Secretary, Minister of Agriculture, Principal Director, Agricultural Planning and Policy and other Senior Directors on areas of special and current interests related to statistics, agricultural information, marketing and agribusiness services;
- Monitors and ensures close collaborations with user community to develop mechanisms to address and translate their needs into system requirements and design specifications;
- Ensures that all data and analyses produced and disseminated by the Branch are statistically sound and accurate;
- Conducts special analyses and prepares reports on aspects of the Agricultural Sector;
- Provides the PIOJ and STATIN with current and accurate statistics for use in the National Accounts;
- Provides technical consultancy and advice to other Departments and Agencies, in the design and implementation of data collection and processing systems;
- Manages designs data collection systems, surveys and conducts studies of various segments of the Agricultural Sector;
- Manages design systems for the monitoring and evaluation of local and internationally funded MOA Projects;
- Prepares assessment and reports;
- Makes presentations on agricultural related matters to various stakeholders;
- Conducts meetings with RADA Extension Staff to review and verify estimates of domestic crop production;
- Assists in the administration of training of staff in data collection methodologies, database management and the use of related computer software;
- Oversees the maintenance of databases of agricultural and other related information;
- Designs and implements systems for the collection, storage and dissemination of agricultural data and information;
- Oversees the implementation of systems for the inspection and maintenance of computer systems within the Branch;
- Consults with the Director, Information Systems to ensure efficient operation of computer systems and systems requirement of users, management, vendors, service providers and technicians;
- Provides leadership in the integration of agricultural information systems into the Ministry's mission, objectives, strategies and functions;
- Collaborates with other Ministry Divisions and Agencies as well as external public and sector bodies, to ensure that compatibility is ensured between the Ministry's information systems and other national systems;
- Co-ordinates the design and implementation of a system for monitoring the importation of raw materials, sensitive food crops and livestock products.

Human Resources:

- 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 Branch and recommends transfer, promotions, terminations 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 Branch to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch;
- Ensures the welfare and development needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organizational goals;
- Ensures that the staff is aware of the policies, procedures and regulations of the Branch and the Ministry;

- Ensures that staff is adequately equipped with the facilities and equipment necessary for effectively carrying out their duties;
- Performs any other related duties that may be assigned by the Principal Director, Agricultural Planning and Policy, Permanent Secretary, and Minister of Agriculture from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal skills
- Strong customer relations skills
- Teamwork and co-operation
- Good problem-solving and conflict management skills
- Strong leadership and management skills
- Excellent planning and organizing skills
- Managing external partners

Technical:

- Knowledge of the operations of Government
- Proficiency in the use of relevant computer applications
- Ability to effectively and efficiently organize and analyse data and make sound appropriate inferences and recommendations
- A good grasp on current and potential developments in statistics, project monitoring, and information technology
- The ability to make technical decisions with minimal supervisory inputs
- Good proficiency in the use of productivity software such as Microsoft Office Suite and its alternatives, and other software relevant to the functions of the Division
- Ability to deliver training

Minimum Required Qualification and Experience

- M.Sc. Degree in Statistics or closely related discipline with strong emphasis on applied statistical or survey work.
- OR**
- B.Sc. in Economics or Statistics;
 - Five (5) years' experience in the collection, analysis and interpretation of Agricultural Statistics;
 - Three (3) years' experience in a supervisory management capacity.

2. Director, Field Operations (SOG/ST 8)

Job Purpose

Under the general direction of the Director, Agricultural Marketing and Information (GMG/SEG 5), the Director, Field Operations (SOG/ST 8) is responsible for planning, organizing, directing, controlling the work of the data collection by designing and implementing systems and procedures aimed at the efficient collection, tabulation, storage, retrieval and dissemination of agro-socio-economic data and information to the various operating Units of the Ministry of Agriculture and Fisheries and the Agricultural Commodity throughout Jamaica in formats and at times which are meaningful to users.

Key Responsibilities

Management/Administrative:

- Represents the Ministry of Agriculture and Fisheries at meetings, conferences, seminars locally, regionally and internationally;
- Evaluates continually the performance of the Unit in terms of achievement of its objectives;
- Ensures that the objective of the Unit is met in accordance with the overall plan of the Division and the Ministry.

Technical/Professional:

- Develops objectives, work schedules and plans for carrying out various task of the Branch;
- Scrutinizes incoming data (crops and livestock production, agricultural prices etc.) for accuracy and consistency and make recommendations to improve quality of data collected so that conclusion drawn from the information supplied can be statistically sound;
- Develops and oversees quality assurance systems;

- Ensures accurate completion of all tasks;
- Develops Budget and assures that projects are completed within budget constraints;
- Prepares reports, papers, and conference presentations on topics in the field of survey research;
- Determines areas in which data collecting functions can be carried out more effectively;
- Directs staff in proper interviewing technique and other data collections tasks;
- Determines the methods of data and information storage most likely to facilitate retrieval use;
- Designs and conducting Sample Surveys and Censuses;
- Defines and documents detailed procedures, in the form of the operation manual of the retrieval, change out, outright dissemination of data and other information;
- Collects and evaluates Domestic Crop Production data by quarterly Crop Revision Meetings with Extension Officers in each parish;
- Collects and evaluates other production data by collaborating with Boards, agro-industries, farmers' organizations and commercial farms;
- Prepares reports and publish findings on crop yield, acreage and production eg. Comparative Estimates of Domestic Crop Production;
- Procures through the Procurement Unit of the Ministry, equipment and other facilities for storage of data and information;
- Helps to establish and maintain favourable public relations with all stakeholders and quality control of action by the team with support staff;
- Records detailed field data and summarize and co-ordinate data analysis using various computer programmes and prepare Progress Reports.

Human Resource:

- Monitors and evaluates the performance of directs reports, prepares Performance Appraisals and recommend 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;
- 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 by the Director, Agriculture Marketing and Information Branch from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good management and organizational ability
- Thorough knowledge and excellent analytical skills
- Good leadership skills
- Excellent interpersonal skills
- Methodical
- Confidential
- Goal-result oriented skills
- Ability to handle complex situations
- Good judgment and competency to draw sound conclusions

Technical:

- Proficient in the use of the relevant computer software applications
- Excellent knowledge of data collection techniques and methodologies
- Good technical skills
- Good planning and organizing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Statistics or Agricultural Economics with Statistics as the principal subject or Economics with Statistics;
- Post Graduate training in Survey Methodology;
- Three (3) years' experience in survey design, data collection, quality control procedures, storage, retrieval and analysis of data;

- One (1) year experience in Personnel Management/Training in Supervisory Management.

3. Administrator (GMG/AM 2)

Job Purpose

Under the direction of the Praedial Larceny Prevention Coordinator, the Administrator (GMG/AM 2) is responsible for the planning, organizing, directing and controlling of all human resource and administrative functions of the Praedial Larceny Unit.

Key Responsibilities

Management/Administrative:

- Participates in the Unit's Strategic Planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Represents the Unit at meetings, seminars and workshops.

Technical/Professional:

- Prepares reports for submission to the Praedial Larceny Prevention Coordinator and the Chief Technical Director;
- Transcribes and produces Minutes of Meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient Filing System;
- Gathers information and compiles reports;
- Undertakes research and distributes information to the relevant officers;
- Manages the technology platforms for adequate response and dispatch of ideas, recommendations and solutions to the ongoing praedial larceny issues;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Performs any other related duties that may be assigned by the Praedial Larceny Co-ordinator from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good leadership and management skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good problem-solving and conflict management skills
- Strong customer and quality focus skills
- Teamwork and co-operation
- Good planning and organizing skills
- Integrity

Technical:

- Knowledge of the Praedial Larceny Act
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Diploma/Certificate in Public Administration, Management Studies;
- Two (2) years' experience in a similar capacity.

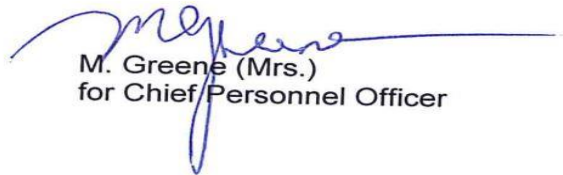
Applications accompanied by résumés should be submitted **no later than Monday, 29th August, 2022 to:**

**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.



M. Greene (Mrs.)
for Chief Personnel Officer