



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 427**

**OSC Ref. C. 4858<sup>43</sup>**

**7<sup>th</sup> October, 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 the **vacant** post of **Research Officer (SOG/ST 6)** in the **Agricultural Services Unit, Ministry of Agriculture and Fisheries**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Director, Market Research, the Research Officer (SOG/ST 6) prepares Demand Studies for non-traditional crops and livestock products to support the development of policy decisions.

### **Key Responsibilities**

#### ***Professional/Technical:***

- Conducts Demand Studies and produces report to provide information for policy development;
- Ensures that retail prices are collected at Corporate Area supermarkets on a weekly basis to ascertain the supply and demand for various agricultural products;
- Conducts price studies in assigned geographical areas to:
  - ✓ Analyze prices to ascertain movements on the market
  - ✓ Visit agro-processors to determine the needs for agricultural raw material;
- Performs any other related duties assigned from time to time.

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

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

- Good oral and written communication skills
- Good interpersonal and people management skills
- Strong customer and quality focus skills
- Good problem-solving and conflict management skills
- Ability to manage external relationships

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

- Proficiency in the use of relevant computer applications
- Good market research skills
- Knowledge of the operations of Government/ Ministry's policies and procedures

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

- Bachelor of Science Degree in Management Studies with a Marketing or Economics Major.

Applications accompanied by Résumés should be submitted **no later than Friday, 21<sup>st</sup> October, 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](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**