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23rd January, 2023

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. **International Trade Specialist (SOG/ST 9) – (Not Vacant) – Agricultural Planning and Policy Directorate (International Trade Branch)**, salary range \$6,028,127- \$8,107,161 per annum.
2. **Director, Field Operations (SOG/ST 8) – (Not Vacant) – Agricultural Marketing Information Branch**, salary range \$6,028,127- \$8,107,161 per annum.
3. **Chief Plant Protection Officer (SOG/ST 7) – (Vacant) – Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$4,060,697 - \$5,461,186 per annum.
4. **Chief Livestock Research Officer (SOG/ST 7) – (Vacant) – Research and Development Division (Hounslow, St. Elizabeth)**, salary range \$4,060,697 - \$5,461,186 per annum.

1. International Trade Specialist (SOG/ST 9)

Job Purpose

Under the direct supervision of the Principal Director, Agricultural Planning and Policy (GMG/SEG 6), the International Trade Specialist (SOG/ST 9) is responsible for planning, co-ordinating and executing all activities related to International Trade and the negotiation of Trade Agreements for the Agricultural Sector.

The incumbent is also responsible for providing technical advice and policy recommendations to the Ministry and other Public and Private Sector officials, on Trade issues and negotiations and their implications on the Agricultural Sector to meet the requirements of international marketplaces.

Key Responsibilities

Management/Administrative:

- Organizes and documents Work Plan;
- Co-ordinates activities with the Ministry of Foreign Affairs and Foreign Trade, Regional and International Organizations and Consultants;
- Provides inputs for the Budget, Speeches and Technical Papers;
- Collaborates with the Public Relations Division to ensure that Trade developments and events are adequately promoted and publicized;
- Represents the Ministry at a range of Meetings and Seminars locally and abroad;
- Negotiates on behalf of the Ministry and stakeholders in the Sector;
- Organizes the storage of information, documents, data, etc.;
- Participates in the development of Strategic Plans and Programmes for the Ministry.

Technical/Professional:

- Conducts empirical analysis, including competitiveness analysis, to determine the extent to which particular products can compete in the local and international market place
- Implements measures to ensure that Trade Policies are clearly articulated in the formulation of plans, policies and programmes for the Agricultural Sector;
- Participates in the formulation of Agricultural Plans, Policies and Programmes;
- Analyzes major developments in the International Trade and economic environment relating to the Agricultural Sector;

- Manages the publication and promotion of Trade development and events
- Reviews and analyzes macro-economic indicators and their effects on Trade in the Agricultural Sector;
- Submits recommendations for appropriate policy corrections;
- Conducts analysis to determine products that are to be exempted from the liberalization process;
- Evaluates agricultural products' importance to food security, livelihood security and rural development;
- Participates in Trade and Economic Negotiations;
- Prepares Sector information and data to inform Trade Negotiations;
- Conducts analysis to determine the value of the Agricultural Sector;
- Evaluates the value of **de minimis** subsidy to which the Government can avail itself;
- Monitors and assesses all Trade and Economic Negotiations, particularly those in which Jamaica is engaged;
- Tracks, evaluates and reports on major developments in the International Trade and Economic environment
- Plans and co-ordinates consultations within this Ministry and with external agencies, including farmers' organizations, exporters and agro-processors and Civil Society groups;
- Prepares and delivers presentations to internal and external public, including during international Seminars and Meetings;
- Provides information/research papers to the World Trade Organization (WTO) and other international organizations;

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 Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements, in collaboration with the Human Resource Division, a Succession Planning Programme for the Unit, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
- 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 Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Ability to manage external relationships
- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Strong interpersonal skills
- Excellent negotiating skills
- Excellent leadership skills
- Analytical thinking skills

Technical:

- Good research and analytical skills
- Knowledge of International Trade laws, policies and agreements
- Knowledge of Trade and Economic Policies of Jamaica/CARICOM countries
- Knowledge of the operations of Government and Specific Regional and International Organizations
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Masters' Degree in International Economic Relations/Commercial Policy or Bachelors' Degree in Economics/Social Sciences;
- Five (5) years' experience in International Trade.

Special Conditions Associated with the Job

- Extensive travelling island-wide, regionally and internationally.

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 and 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 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 makes 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 task;
- 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 techniques 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 publishes 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 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 assigned by the Director, Agricultural 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.

3. Chief Plant Protection Officer (SOG/ST 7)

Under the direct supervision of the Senior Research Director (SOG/ST 8), the Chief Plant Protection Officer (SOG/ST 7) will:

- Assist the Senior Research Director with the planning, co-ordination, control and implementation of the National Research and Development Programme in Plant Protection, guided by the policy objectives and overall National Programme defined by the Senior Managers/Officers in Research and Development, Ministry of Agriculture and Fisheries and external stakeholder;
- Co-ordinate the National Plant Pest and Disease Diagnostic and Advisory Services.

Key Responsibilities

Management/Administrative:

- Assists in the development and implementation of administrative procedures and directives;
- Participates in the rationalization, preparation and administration of Budgets;
- Participates in the formulation and implementation of quality controls;
- Assists with the co-ordination of Plant Protection activities with related work in other Government and Private Sector Entities;
- Advises the Senior Research Director of changes in legislations, polities, procedures and staffing to improve the overall efficiency and effectiveness of National Plant Health Services;
- Ensures spending of budgetary allocations according to approved plan, ensuring that materials and resources are secured and properly used for maximum efficiency.

Technical/Professional:

- Ensures the overall work programme for Plant Protection and that of the component disciplines are consistent with current and projected need, as well as pre-determined priorities;
- Keeps abreast of both local and international developments in Plant Health Management;
- Leads strategic, long-term multi-disciplinary Plant Protection Research;
- Ensures that researchers/diagnosticians in each discipline contribute actively to the continual updating of the Pest Register and Reference Collection;
- Ensures that research proposals are written up and consistent with pre-determined priorities and policies;
- Collaborates with and facilitates the work of consultants (local and foreign) and contact workers in Plant Protection;
- Co-ordinates the activities of the National Plant Health Surveillance and Pest Response System through monitoring, reports and meetings of the Senior Managers of the Ministry;
- Provides a comprehensive technical brief for the Minister and Cabinet through the Chief Technical Director regarding emergency pest response surveys and organizational needs;
- Liaises with external stakeholders in the area of Plant Health and convenes and chairs meetings;
- Ensures through subordinates, a reliable pest identification, diagnostic and advisory service, pest risk assessment and management;
- Writes research papers, fact sheets and other information products;
- Participates in conferences, meetings and seminars representing the Division at local and overseas fora;
- Represents Research and Development on Technical Committee of the Plant Health Co-ordination Committee;
- Provides scientific advice on Plant Health matters to internal and external stakeholders.

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;
- Collaborates with the Human Resource Division to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and availability of required skills and competencies to meet the needs of the Division;
- 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 the Division's and Organization's goals;
- Performs any other related duties assigned from time to time by the Senior Managers in the Ministry.

Required Knowledge, Skills and Competencies

- Through knowledge of material and manpower resources
- Excellent knowledge of the Organization's policies and procedures
- Comprehensive knowledge of legislation and regulations governing the Ministry and areas of Plant Health, both locally and internationally
- Proficiency in the use of relevant computer applications
- Excellent presentation and oral and written communication skills
- Excellent problem-solving and research skills
- Excellent technical knowledge of plant health standards and components
- Good leadership and interpersonal skills
- Ability to lead and work in teams

Minimum Required Qualification and Experience

- Masters Degree in Plant Protection;
- Six (6) years' experience in Plant Protection Research and/or Extension;
- Two (2) years' experience in a managerial position with a Government or similar institution, plus completion and publication of several research papers.

Special Conditions Associated with the Job

- Long hours of exposure to field environment with its attendant vagaries, such as pest attack, sun stroke and rain soak;
- Risks associated with long distance road travel, often off-track in unfamiliar places and high risk areas;
- Exposure to toxic pesticides used in plant protection research, as well as encountered in the course of field visits;
- Exposure to ultraviolet radiation;
- Will be required to work long hours.

4. Chief Livestock Research Officer (SOG/ST 7)

Job Purpose

Under the direct supervision of the Senior Research Director, Livestock Unit, the Chief Livestock Research Officer (SOG/ST 7) is responsible for the transfer of the technological outcomes of Livestock Research to Livestock Practitioners aimed at the conservation, development and utilization of local/introduced animal genetic resources: the utilization of forage species for the enhancement and sustainability of the production of milk, meat, products and by-products.

Key Responsibilities

Management/Administrative:

- Co-ordinates and oversees the direction, planning and implementation of the Nation's Research and Development Programmes and specialized programmes of the Livestock Research and Improvement Division;
- Collaborates with Organizations involved in research and development in livestock in identifying and determining priority research projects consistent with the overall policy and programmes;
- Collaborates with the Crop and Plant Protection Deputy Director in order to identify common operating problems and areas of duplication of effort in carrying out the various functions and devising strategies;
- Collaborates with the Extension Agency in developing and implementing strategies for the dissemination of research findings to farmer clients;
- Co-ordinates the daily operations of the Livestock Division;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of the Division's Research and Development Programmes;
- Requests and ensures the availability of adequate physical and other facilities necessary for the efficient and effective conduct of the Research and Animal Production Programmes;
- Prepares the Budget of the Section for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates/Controls budgetary allocation for each project/programme and recommends vehement of allocated funds to projects of higher priority;
- Initiates and maintains an adequate and effective communication system between members of all Branches, Units and Sections of the Divisions.

Technical/Professional:

- Maintains a current awareness of the work being done at the frontiers of knowledge and maintains contact and collaborates with local agencies and leading regional and international institutions;
- Ensures the preparation and publication of Monographs, Scientific Reports and Articles, collates the timely presentation of research and development projects and programmes and animal reports for dissemination;
- Represents the Ministry at International Scientific and Professional Meetings and undertakes missions as required in relation to the above duties;
- Assists the Principal Director in the organization of seminars, meetings in order to communicate and disseminate research findings;
- Establishes criteria, guidelines and methodologies for conducting studies in the areas of Husbandry, Large and Small Stock Breeding and Nutrition and Biotechnological Interventions in ruminant and non-ruminant animals;
- Co-ordinates animal breeding activities at the Centre of the Genetic Improvement of Livestock Research and Development Division by developing and directing a National

Animal Breeding Policy for the conservation and improvement of the gene pool of native animals;

- Co-ordinates and supervises the utilization of computer hardware and software suitable to store, collate and analyze records of performance and progeny test data for animal genetic evaluation and other statistical analysis and interpreting and using performance results in designing breeding strategies and selection methods;
- Reviews and updates the maintenance of the accepted systems of herd records for the identification of animals, maintenance of progeny and performance records, births, deaths, transfers and disposal records;
- Participates in livestock appraisals/administration of the Breeders Societies and advising the National Sire Service Schemes;
- Evaluates the application of models of biotechnology for the rapid increase in the production of seedstock and improved performance;
- Guides researchers through alternative research strategies where present methods are not applicable/advisable;
- Acts in liaison to international organizations that are directly concerned or related to animal genetic resources;
- Acts as liaison in the implementation of collaborative projects with other agencies;
- Participates in training days and seminars.

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;
- Collaborates with the Human Resource Division to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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 the Division's and Organization's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer and quality focus skills
- Good problem solving and conflict management skills

Technical:

- Excellent knowledge of farm animals and livestock production methods
- Excellent knowledge of livestock research methodologies
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Masters Degree in specialized Livestock area;
- Five (5) years related experience in Livestock Research and Management with professional achievement recognized by a University.

Special Conditions Associated with the Job

- Physical interaction with large animals;
- Exposure to animals' body fluids, liquid and solid excretions;
- Exposure to disease conditions;

- Prolonged exposure to the vagaries of the environment.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd February, 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: jobopportunities@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