



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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22nd March, 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 fill/be assigned to the following posts in the **Agricultural Planning and Policy Directorate, Ministry of Agriculture and Fisheries**:

1. **Agricultural Economist 2 (SOG/ST 6) – (Vacant)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Agricultural Economist 2 (SOG/ST 6) – (Not Vacant)**, salary range \$4,060,697 - \$5,461,186 per annum.

1. Agricultural Economist 2 (SOG/ST 6)

Job Purpose

Under the general direction of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6), is responsible for the collection and classification of agricultural data; preparation and analysis of financial and economic aspects of projects; write Project Budgets; develop relevant project schedules; assist in planning farm management activities; prepare farm models for various farm enterprises; conduct surveys and analyze results and assist in the preparation of briefs and reports.

Key Responsibilities

Management/Administrative:

- Represents the Division at meetings, conferences and other functions as directed.

Technical/Professional:

- Assists in the analysis of data with the view to obtaining basic information to assist in Agricultural Planning;
- Assists in the preparation of detailed project documents/proposals for international funding including financial and economic analysis, budgeting, relevant project schedules and analyze data relating to proposed agricultural programmes and projects;
- Builds farm models to provide information for the proper guidance of farmers in adopting efficient and profitable farm management practices which forms the basis for preparation of some projects;
- Assists in the collection of relevant data for input prices on labour and material cost for the preparation and update of Cost of Production of vegetables and root crops;
- Assists in the preparation of new systems for Cost of Production Analysis for fruit tree crops, organic crops, greenhouse agriculture, herbs, nutraceuticals, greenhouse agriculture, hydroponics and livestock;
Carries out field studies for new crop and livestock Cost of Production Analysis;
- Liaises with Data Bank, Research and Development and RADA in the analysis of Time and Motion Studies for Cost of Production Analysis;
- Analyzes data and assists with compilation of statistics for Cost of Production for all crops including new crops to be added to Cost of Production exercise;
- Liaises with other Local, Regional and International Organizations/Agencies on matters pertaining to Cost of Production Data and other agricultural issues;
- Assists in supplying general information to other Government Agencies and NGO's and University students in respect of agricultural issues as requested;
- Assists in the preparation of briefs and reports relating to Agricultural Programmes, policies and projects;
- Performs any other related functions assigned from time to time by the Senior Agricultural Economist and the Director of the Economic Planning Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work well in a team
- Good interpersonal skills
- Integrity
- Good planning and organizing skills
- Goal results oriented
- Good customer and quality focus skills
- Good analytical thinking skills

Technical:

- Excellent knowledge of Economics and planning principles
- Excellent knowledge of statistical and economic principles
- Good research skills
- Sound problem solving skills
- Proficiency in the use of relevant computer applications
- Excellent presentation skills
- Good report writing skills

Minimum Required Qualification and Experience

- First Degree in Economics or Agricultural Economics from an accredited tertiary institution;
- Training in Project Formulation, Appraisal and Management;
- Two (2) years' work experience in Agricultural Planning and Analysis.

Special Conditions Associated with the Job

- Adverse working conditions may be encountered (e.g. hilly terrain) while conducting the Cost of Production survey during the summer months.

2. Agricultural Economist 2 (SOG/ST 6)

Job Purpose

Under the direct supervision of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6) formulates, plans programmes and projects for the Agricultural sector to ensure that the Mission of the Ministry is achieved.

Key Responsibilities

Management/Administrative:

- Represents the Division and Ministry at meetings, conferences and other functions as directed.

Technical/Professional:

- Analyzes and classifies Agricultural Data from various agencies such as FAO, World Bank, WTO and STATIN with the view to obtaining necessary information to assist in Agricultural Planning;
- Prepares detailed project documents/proposals for international and local funding, including rigorous economic, financial and sensitivity analyses to ensure that viability is achievable and sustainable;
- Assists in the critical appraisal of projects, plans and programmes submitted for review before implementation;
- Performs careful analysis and consultations to ensure accuracy, consistency, relevance, and suitability of projects, plans and programmes;
- Prepares briefs, reports and studies relating to agricultural programmes, plans and projects;
- Participates and makes recommendations on various technical committees, guiding the development of projects, plans and programmes;
- Conducts surveys on various agricultural enterprises to obtain relevant information and analyze results for proper guidance in the planning process;
- Builds farm models to provide information for proper guidance in developing projects, plans and programmes;

- Develops Opportunity Profiles for viable agricultural enterprises and promotes these profiles to interested stakeholders;
- Liaises with Local, Regional and Internal Organizations/Agencies on matters pertaining to agricultural issues and data;
- Assists with the dissemination of general information to other Government/Agencies and NGO's in respect of agricultural issues as requested;
- Performs any other related functions assigned from time to time by the Director of the Economic Planning Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work well in a team
- Good interpersonal skills
- Integrity
- Good planning and organizing skills
- Goal results oriented
- Good customer and quality focus skills
- Good analytical thinking skills

Technical:

- Excellent knowledge of Economics and planning principles
- Sound knowledge of Project Formulation, Appraisal and Management
- Good research and analytic skills
- Sound problem solving skills
- Proficiency in the use of relevant computer applications
- Excellent presentation skills
- Good report writing skills

Minimum Required Qualification and Experience

- Bachelor's degree in Economics or Agricultural Economics from an accredited tertiary institution;
- Training in Project Formulation, Appraisal and Management;
- Two (2) years' work experience in Agricultural Planning and Analysis.

Special Conditions Associated with the Job

- Adverse working conditions may be encountered (e.g. hilly terrain) while conducting the Cost of Production survey during the summer months;
- Lack of cooperation from other Divisions, Ministries and Agencies may have a negative impact on meeting deadlines and qualitative standards.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th April, 2023 to:**

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

E-mail: 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**