



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 208**  
**OSC Ref. C.4858<sup>44</sup>**

**9<sup>th</sup> May, 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 the **vacant** post of **Business Analyst (Level 5)** the **Agro-Investment Corporation**, salary range \$3,094,839 - \$4,162,214 per annum.

### **Job Purpose**

Reporting to the Manager, Business Facilitation, the Business Analyst is responsible for assisting potential investors in identifying and developing feasible agribusiness ideas and in preparing bankable project documents to take their projects to fruition.

### **Key Responsibilities**

#### ***Investment Advisory Services***

- Identifies and implements the kind of investment initiatives that will contribute to the Agricultural Sector;
- Receives inquiries from potential investors/investor entities in regard to Agribusiness opportunities they could pursue or wish to pursue;
- Provides investors with information on their areas of interest which may include, production statistics, crop production, animal husbandry, and procedures to access support services and financing;
- Advises investors of the stages involved in developing and implementing their agribusiness ventures;
- Provides business counseling and investment advice to enable Investors/Investor Entities to overcome obstacles in respect of their Investment Ventures Research and analyses market condition, regulatory environment, and other relevant issues in order to develop and implement strategies to capitalize on profitable market opportunities for Agri-business;
- Assesses risk/trade-off with investment in keeping with GOJ Guidelines;
- Develops and assesses performance benchmark, recommends change when warranted;
- Reviews and recommends changes to investment policies based on market conditions;
- Creates and maintains an up-to-date database of funding opportunities;
- Develops and manages long-term and short-term investment strategies;

#### ***Feasibility Study***

- Evaluates the strategic and business objectives of potential Investors/Investor Entities and conducts Internal Audits to determine whether they possess the necessary resources, skills, and competencies to undertake the investment;
- Conducts financial analyses to determine the financial standing of Investors/Investor Entities and the profit potential of their proposed investment ventures;
- Inspects the location and site for proposed ventures in order to determine their suitability;
- Conducts due diligence activities in relation to the proposed investment;
- Prepares and submits for approval, recommendations on the viability of proposed investment projects to the Director of Project Development along with all documentary evidence gathered;

#### ***Planning***

- Prepares Business Plans, Implementation Plans, and Project Proposals on behalf of approved investors, for submission to institutions that could provide loan, grant, or venture capital funding;
- Prepares Concept Papers and Business Cases to generate stakeholder buy-in;
- Identifies and established a database of funding sources.

#### ***Implementation/Monitoring***

- Refers investors to Loan/Grant Facilitation Institutions to access available financing;
- Establishes and helps maintain linkages and strategic alliances between investors and stakeholder agencies, and other service providers;

- Monitors and evaluates the performance of Investment Projects to ensure that established targets are being met;
- Builds and maintains a Database of current and potential investors;
- Establishes and maintains an Index of stakeholder and investor satisfaction.

### ***Marketing***

- Markets investment opportunities locally and overseas;
- Generates interest to attract new investments through various promotional means such as making presentations on investment opportunities to prospective investors and key Industry stakeholders;
- Develop opportunity profiles (brochures and business cases) for new non-traditional Industries that are economically viable and of high value.

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

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

- Proficiency in conducting financial analyses;
- Sound knowledge of marketing;
- Sound knowledge of proposal development and business planning;
- Good knowledge of the Jamaican agricultural sector;
- Knowledge of project management;
- Proficiency in the use of Microsoft Word, Microsoft Excel, and relevant financial analysis software.

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

- A First Degree in Agriculture, Agricultural Economics, or equivalent from an accredited tertiary institution.
- Masters' Degree in Business Management would be an asset.
- At least five (5) years of experience in project and business planning and proposal development.

Applications accompanied by résumés should be submitted **no later than Monday, 22<sup>th</sup> May, 2023 to:**

**Senior Director, Human Resource Management and Administration  
Agro-Investment Corporation  
188 Spanish Town Road  
Kingston 11**

Email: [vacancies@agroinvest.gov.jm](mailto:vacancies@agroinvest.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**