



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

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31st July, 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 following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Technical Co-ordinator (GMG/SEG 2) (Vacant) Policy, Planning & Project Management Division**, salary range \$1,984,305 – \$2,668,670 per annum.
2. **Administrator (GMG/AM 4) – (Vacant) – Policy, Planning & Project Management Division**, salary range \$1,272,269 – \$1,711,060 per annum.

1. Technical Co-ordinator (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Chief Technical Director, Policy, Planning & Project Management (GMG/CTD 1), the Technical Co-ordinator (GMG/SEG 2), is responsible for providing technical and administrative support for the effective functioning of the office of the Chief Technical Director.

Key Responsibilities

Management/Administrative

- In collaboration with the Chief Technical Director, reviews the plans, projects and programmes of the Office which falls under the ambit of the Policy, Planning & Project Management Division and prepares guidelines to ensure the efficient operation of the Division;
- Assists with the preparation of the objectives of the Division;
- Represents the Ministry at meetings, conferences, seminars and workshops;
- Provides technical information and advice to Directors, Managers, and other members of staff;
- Prepares and submits reports and documents as requested;
- Participates in the Strategic Planning and preparation of the Operational Plan for the CTD;
- Consults with agencies, Agro Parks, JEA, and other business interests on agricultural related activities;
- In collaboration with the CTD, prepares speeches for the launch of projects and programmes for the Honourable Minister;
- Prepares and plans work schedules/work plans for the Office and ensures follow up processes are completed;
- Prepares itinerary for Consultants and members of technical teams on official visits to Ministry of Agriculture, Fisheries and Mining;
- Liaises with the Executive Office to make arrangements for official overseas travel for the Chief Technical Director.

Technical/Professional

- Conducts technical research and analysis and presents findings to the Chief Technical Director;
- Documents matters of a sensitive nature which have technical implications for the Ministry;
- Keeps the Chief Technical Director abreast of agricultural issues that has direct impact on the Ministry;
- Compiles, analyzes and interprets performance metrics for projects/programmes;
- Monitors technical performance issues;
- Facilitates technical support;
- Prepares written reports that proactively identify opportunities for managements reviews; this would include both service and product performance;

- Undertakes special research projects that falls under the ambit of the CTD – Policy, Planning & Project Management, and prepares reports on results to the Chief Technical Director;
- Consults and advises Directors, Managers and other stakeholders on agricultural related issues (as it relates to Policy, Planning, & Project Management Division) and provides recommendations as to the solutions to the various problems;
- Represents the Chief Technical Director at meetings to ensure that issues which may impact on the Office are dealt with;
- Assists with the preparation of Cabinet Submission, Cabinet Notes, Speeches and Status Reports;
- Prepares and compiles overall reports from various stakeholders relating to the Directorate;
- Provides direct support to both internal and external partners;
- Prepares and monitors work schedules/plans for the Office;
- Plans, organizes and implements all logistical work-related visit of Technical experts, workshops and other relevant meetings which fall under the purview of the Directorate;
- Liaises with the Finance and Accounts Division regarding requests for budgetary requirements;
- Prepares any other duties assigned by the Chief Technical Director or Permanent Secretary.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral, and written communication skills.
- Excellent presentation skills.
- Excellent leadership and management skills
- Excellent customer and quality focus skills
- Highly developed interpersonal skills and influencing skills.
- Strong problem solving and decision making skills
- Excellent time management
- Excellent conflict management skills
- Strong negotiating, conceptual skills
- Strong planning and organizing skills
- Ability to lead and work with teams
- Ability to think creatively and act independently
- Ability to observe and maintain confidentiality in the performance of duties
- Demonstrated ability to build partnerships, establish and maintain effective working relationships with a wide cross section of professionals and organizations
- Ability to think and act strategically across a wide range of functions.
- Ability to multitask, work under pressure and meet tight deadlines.

Technical:

- Sound knowledge of the operations of Government, Public Sector laws, regulations and guidelines
- Broad knowledge of Government policy and planning processes
- Thorough understanding of Government processes for policy development and implementation.
- Good knowledge of the operations of the Ministry
- Good knowledge of Government's systems and related operational policies.
- Knowledge of international best practices.
- Knowledge of Change Management principles and procedures
- Demonstrated emotional intelligence
- Proven skills in strategic and operational planning and management
- Knowledge of protocol and etiquette.
- Sound knowledge of appropriate computer applications and technologies
- Good knowledge of research techniques, methodologies, and data analysis.
- Ability to interface with senior government officials both locally and internationally.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or related area.
- Training in Policy Development would be an asset.
- Training in Agriculture would be an asset.

- At least five (5) years' experience in a managerial position in the public or private sector, in an organization of similar size and complexity.

Special Condition Associated with the Job

- Required to travel to functions and events island wide
- May be required to work for extended hours to finalize assignments.
- May be required to travel overseas in the execution of official duties.
- Required to work on 24-hour call.
- Must possess a reliable motor vehicle and be the holder of a valid Driver's License

2. Administrator (GMG/AM 4)

Job Purpose

Under the direction of the Chief Technical Director, Policy, Planning & Project Management (GMG/CTD 1) the Administrator (GMG/AM 4) is responsible for the provision of clerical and administrative support and for liaising with other Divisions, Branches, and external agencies on behalf of the CTD. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of files thus ensuring the smooth operation of the Division. Additionally, the incumbent provides support for the preparation of the Division's plans and reports as well as for meetings and events planning.

Key Responsibilities

Technical/Professional:

- Provides administrative functions for the CTD with regards to the related services and activities of the Division;
- Co-ordinates the preparation of the Division's reports, Strategic Plan, Operational Plan, Work Plans and Budget;
- Collates information coming to the CTD from various Divisions of the Ministry and external agencies and, acts as a focal point for the dissemination of information within the Division;
- Organizes, monitors and updates planned programme, activities, and appointments;
- Provides support to the CTD for meetings and events planning by preparing agendas and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Attends meetings, workshops, retreats and conferences on and off site and ensures follow through with post meeting actions and decisions;
- Follows up on requests made by the CTD and prepares and provides regular updates on the status of initiatives;
- Develops and maintains a proper filing system to facilitate easy access, retrieval and security of files;
- Controls the movement of files between the CTD, staff of the Division and other Divisions;
- Maintains a log of incoming and outgoing correspondence, reports and source documents.
- Drafts memorandum and prints electronic documents for CTD's signature;
- Organizes staff meetings, prepares Minutes and disseminates information to key internal or external stakeholders;
- Manages the personal files of employees of the Division and updates leave applications/cards and bio-data for CTD's signature;
- Manages the CTD's diary of event and calendar of events for the Division;
- Manages requests on the Division's Help Desk platform and assign tickets to appropriate staff member, directly or after consultation with CTD or respective Managers, if requested;
- Reviews, maintains and conducts monthly stock inventory, checks to ensure that items reflect the prescribed internal stock levels;
- Establishes and maintains databases and computer files and produces monthly reports on activities performed.
- Establishes and maintains a log of source documents entering and exiting the CTD's Office for relevant stakeholders;
- Creates and maintains up to date electronic systems for management of internal records;
- Updates and suggest improvements to electronic attendance and punctuality platform for dispatch of information to the Director, Human Resource Management on a monthly basis;
- Keeps up to date Attendance Register for all CTD's Office staff, making the relevant notation;
- Makes recommendation and submits quotation for purchase of internal stock items;

- Ensure staff are compliant with prescribed GOJ guidelines and policy;
- Performs any other related duties, which may be assigned by the CTD.

Required Knowledge, Skills, and Competencies

Core

- Excellent oral and written communication skills
- Excellent customer and quality focus skills
- Excellent interpersonal skills
- Sound organization and time management skills.
- Ability to analyze and organize data.
- Initiative, tact, and diplomacy.
- Ability to manage internal and external relationships.
- Integrity
- Teamwork and cooperation
- Sound multitasking skills

Technical:

- Good knowledge of the policies, programmes and regulations of the Ministry
- Good knowledge of Staff Orders and the Public Service Regulations.
- Sound knowledge of administrative and secretarial practices and procedures.
- Sound knowledge of modern office procedures.
- Sound knowledge of records/file management
- Proficiency in shorthand, speedwriting and typewriting,
- Good minute and report writing skills.
- Good research skills and Information technology skills
- Good information technology skills
- Ability to transcribe material in a clear, accurate and acceptable manner
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies.
- Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute.
- Training in the use of a variety of software applications.
- Three (3) years related experience in a comparable working environment.

OR

- Diploma in Public Administration or Business Administration or Management Studies.
- Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.
- Training in the use of a variety of software applications.
- Five (5) years' experience in a comparable working environment.

Special Conditions Associated with The Job

- May be required, on occasions, to work on weekends and holidays
- May be required, on occasions, to travel

Applications accompanied by résumés should be submitted **no later than Tuesday, 15th August 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
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