



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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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 **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Director, Field Data Collection (Primary) (SOG/ST 8), Policy, Planning & Project Management/Agricultural Marketing Information & Incentives/Field Data Collection Division**, salary range \$6,820,273 to \$9,172,509 per annum.
2. **Director, Agricultural Information Systems (MIS/IT 7), Agricultural Marketing Information & Incentives Branch**, salary range \$5,597,715 to \$7,528,305 per annum.
3. **Statistician (SOG/ST 6), Policy, Planning & Project Management/Agricultural Marketing Information & Incentives Division**, salary range \$4,594,306 to \$6,178,830 per annum.
4. **Agricultural Incentives and Waivers Officer (GMG/SEG 2), Policy, Planning & Project Management/Agricultural Marketing Information & Incentives Division**, salary range \$3,770,761 to \$5,071,254 per annum.
5. **Regional Data Collection Officer (SOG/ST 5)- 2 posts, Policy, Planning & Project Management/Agricultural Marketing Information & Incentives Division**, salary range \$3,094,839 to \$4,162,214 per annum.
6. **Administrator (GMG/AM 4), Policy, Planning & Project Management/Agricultural Marketing Information & Incentives Division** salary range \$2,478,125 to \$3,332,803 per annum.
7. **Administrative Assistant (GMG/AM 3) Policy, Planning & Project Management/ Agricultural Marketing Information & Incentives**, salary range \$1,984,305 to \$2,668,670 per annum.

1. Director, Field Data Collection (Primary) (SOG/ST 8)

Job Purpose

Under the direction of the Principal Director, Agricultural Marketing Information, and Incentives (GMG/SEG 6), the Director, Field Data Collection (Primary) (SOG/ST 8) is responsible for managing and co-ordinating the collection of agricultural data island-wide and for providing technical support for the Data Collection programme thereby ensuring that information flows timely and securely to internal and external stakeholders. The incumbent leads a team of Regional and Parish Data Collection Officers in the collection of Agro-Socio-Economic data and information, market and livestock information, fisheries statistics and objective yield measurements research. Additionally, he/she provides dissemination summaries, surveys, reports, and analyses of findings and participates in the preparation of quarterly, annual and other reports for various internal and external stakeholders. The incumbent is also required to represent the Ministry at meetings, conferences, seminars, and workshops locally, regionally, and internationally, as required.

Key Responsibilities

Management/Administrative

- Establishes priorities, develops short and long-term plans and provides overall direction and leadership for the staff;
- Co-ordinates work, sets objectives and goals, and ensures the achievement of targets;
- Develops work schedules, programmes and work activities and recommends improved methods and changes as required;
- Participates in the development of Work, Corporate and Operational Plans and Budgets;
- Writes monthly, quarterly and annual reports on the various programmes and activities;
- Ensures that regional objectives are compatible with the overall objectives of the Branch and Division;
- Ensures compliance with laws, regulations and procedures governing activities and operations;
- Keeps abreast of Data Research and Collection methodologies and developments, as well as evolving best practices;
- Supports the Branch/Section Head in creating a culture of compliance;
- Provides guidance, interpretation, and information on quality assurance issues;
- Co-ordinates the training of staff in the Regions to ensure enhanced work standards;
- Ensures that best practices and established international standards and practices are utilized;
- Convenes staff meetings to discuss operational problems experienced in conducting surveys, and censuses and devises ways of solving problems.

Technical/Professional

- Leads a Team of Data Collection Officers in the collection of Agro-Socio-Economic data and information, Market and Livestock information, statistical data and objective yield measurements research;
- Provides dissemination of summaries, surveys, reports and analyses on findings and participates in the preparation of quarterly, annual and other reports for various internal and external stakeholders;
- Supervises the collection of data and information for Agricultural Surveys and censuses;
- Collaborates with the Director, Data Analysis and Design in the design of questionnaires/forms for data collection and information from farmers, farmers' organization and Agro-Industries;
- Institutes and implements a system of review and monitoring of completed questionnaires/forms;
- Monitors and reviews the work of the Data Collection Officers in the Region and reports monthly to the Branch Head;
- Establishes and maintains an effective communication system between Data Collection Officers of the Region and members of RADA Parish Offices;
- Participates in the conduct of Quarterly Domestic Crop Production Revision Exercises for the Region;
- Monitors domestic agricultural production in the Region and provides technical advice to farmers and other stakeholders as required;
- Implements yield measurement procedures in order to measure objectively the yield of various crops on a regular basis and to correlate these with the measurements collected from the other sources;
- Maintains constant dialogue with RADA Extension Officers and other staff in the region for the collection and evaluation of production and yield data;
- Examines staff assignments in order to ensure complete staff coverage and equitable distribution of work;
- Participates in the evaluation of equipment and supplies for the Data Collection Programme;
- Conducts Data Collection Training for staff;
- Manages the storage and security of data;
- Monitors, facilitates, and enforces policies, systems and procedures for effective Data Management;
- Devises and implements efficient and secures procedures for data handling;
- Ensures databases are protected from security breaches and data losses;
- Collates and records information relevant to the MoAF from industry stakeholders and other sources;
- Scrutinizes incoming data (crops and livestock production, agricultural prices etc.) for accuracy and consistency and make recommendations to improve the quality of data collected so that conclusions drawn from the information supplied can be statistically sound;

- Conducts field visits to determine levels of agricultural production in specified areas and records findings;
- Ensures accurate recording of climate and ecological factors which influence production yields and incidence of pests and infestation;
- Supports staff in the daily use of data systems and with reports and data extraction as required;
- Ensures that databases are populated by Field Staff.

Human Resource Management

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequate;
- Participates in the recruitment of staff for the Branch and recommends transfers, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Ministry and the Public Service;
- Recommends/administers disciplinary action in keeping with established Human Resource policies and guidelines;
- 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 attaining established personal and/or organizational goals;
- Collaborates with the Human Resources Unit to develop and implement a Succession Planning Programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
- Monitors and reviews the performance of the entire team to ensure that performance targets are met;
- Performs any other related duties assigned by Principal Director, Marketing Information & Incentives.

Required Knowledge, Skills, and Competencies

Core:

- Strong leadership and management skills
- Excellent time management skills
- Good negotiating skills
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem solving and conflict management skills

Technical:

- Good knowledge of the Ministry's policies and procedures.
- Sound knowledge of research methodologies including research design and investigative techniques
- Working knowledge of Project management.
- Excellent knowledge of Data Collection and management.
- Ability to apply quantitative and qualitative data analysis techniques.
- Proficiency in the use of relevant computer applications
- Demonstrated experience in designing and conducting research/evaluation

Minimum Required Qualification and Experience

- Master's Degree in Social or Natural Sciences or a related discipline.
- Data Management and Analysis training
- Three (3) years' experience in Supervisory Management

OR

- Bachelor's Degree in the Social/Natural Sciences or similar discipline.
- Data Management and Analysis training
- Five (5) years' experience in Supervisory Management

Special Condition Associated with the Job

- May be required to work for extended hours to meet programme deadlines.
- Required to travel island wide, including travel to remote locations.
- Required to work for extensive periods in the field.
- Moderate exposure to harsh environmental conditions.

2. Director, Agricultural Information Systems (MIS/IT 7).

Job Purpose

Under the direct supervision of the Principal Director, Agricultural Marketing & Information & Incentives (GMG/SEG 6), the Director, Agricultural Information Systems (MIS/IT 7), is responsible for developing, enhancing, and implementing information applications in accordance with the mandate of the Agricultural Marketing Information & Incentives Branch, the Ministry of Agriculture, Fisheries and Mining and its Agencies.

Key Responsibilities

Technical/Professional:

- Directs the requirement definition phase and prepares procedural manuals;
- Prepares requirement definition manuals;
- Develops the conceptual design of applications to reflect/support users requirements;
- Participates in the development of automated information applications by defining systems input, output, interfaces, and processing requirements to describe the data processing environment and makes recommendations regarding the technology to be employed;
- Provides clarifications on issues related to design processes;
- Assists in the development of conversion, training and implementation plans by:
 - Assisting in developing User and Technical Manuals
 - Supervising the programme development testing, training of users, implementation, and evaluation of applications;
- Conducts periodic reviews to identify opportunities for improvement;
- Participates in peer and team reviews of projects, effect the necessary action on recommendations emerging from review process;
- Ensures currency of established policies, standard and methodologies with respect to work being performed;
- Maintains existing information applications by developing new modules and enhancing existing modules/database structures;
- Participates in the selection and assessment of software packages by:
 - Developing specifications for application software required
 - Developing requests for proposal, evaluating proposal, and determining the most suitable options.
- Evaluates and makes recommendations to the Director on selected software packages related to collection, analyses and dissemination of agricultural data;
- Provides training for users/user support staff;
- Designs and develops formats and procedures for the dissemination of reports and summaries to end users utilizing web-based and other methods;
- Co-ordinates, develops and implements the standards and procedures necessary to create the proper framework for the development and maintenance of information applications, websites and intranets;
- Defines and informs of standards and procedures for websites and intranet and other disseminations mechanism;
- Keeps abreast of trends and developments in standards and procedures for automated application, website and intranet development;
- Keeps abreast with national and international trends in statistical and marketing data collection;
- Produces reports in the development of the Agricultural Sector and makes recommendations to improve systems;
- Oversees the process of web page maintenance.

Management/Administrative

- Co-ordinates the development and maintenance of information and statistical applications, and statistical data analyses and reporting, in accordance with the requirements of the Divisions and stakeholders;

- Co-ordinates the design and development of websites and intranets for the collection and dissemination of agricultural data;
- Co-ordinates the role of the Agricultural Information Systems Section with the Ministry's IT Department and other Agencies;
- Leads and manages the applications development staff and activities of the Section;
- Represents the Ministry at meetings, Conferences, and workshops locally and internationally;
- Develops conceptual and physical designs that reflects the requirements of a modern Agricultural Marketing Information System to disseminate real time prices and availability information;
- Develops and maintains an improved system for collecting, analyzing and disseminating marketing and economic information on the Jamaica Agricultural Sector as well as sector-related international economic and trade information;
- Oversees the interpretation, formatting and dissemination of information on web pages;
- Participates in the development of the Branch's Strategic and Operational Plans and Budget;
- Develops the Sections' Operational Plans and Budget;
- Monitors project schedules and targets to ensure that objectives and goals are met and to, when necessary, institute corrective measures in a timely manner;
- Monitors work allocation of project activities to ensure optimum use and development of officers and other resources;
- Develops and facilitate professional programmes to ensure officers are equipped to perform at the level assigned;
- Reviews work assignments of staff for adherence to policies, procedures, guidelines, standards, and quality requirements specified by the Ministry.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal and recommends and/or initiates corrective action where necessary to improve performance and/or attaining 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;
- In collaboration with the Human Resource Division, develops and implements 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 report 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

- Excellent problem solving and decision making skills
- Excellent analytical thinking
- Good planning and organization skills
- Excellent leadership and people management skills
- Excellent teamwork and co-operation skills
- Good interpersonal skills
- Good project management skills
- Goal results oriented
- Good customer and quality focus
- Excellent oral, written and presentation communication skills

Technical:

- Statistical software including but not exclusive to SPSS
- Structured software design and programming
- Relational database management
- Microsoft SQL Server/MySQL
- Web Programming
- Integration of multi-vendor application software

- Web Development Tools (SharePoint Designer, ASP.Net Core/ASP.NET MVC, HTML, JAVA Programming Languages).
- Current technological trends

Minimum Required Qualification and Experience

- B. Sc. in Computer Science or related field or equivalent
- At least 4 years' experience as a Programmer/Analyst
- Supervisory Management training
- A background of working in agriculture and/or training in agriculture or biological systems would be an asset.
- Experience in working with statistical programmes and databases

Special Conditions Associated with The Job

- Required to travel locally.
- Critical deadlines to be met.

3. Statistician (SOG/ST 6)

Job Purpose

Under the general direction of the Director, Data Analysis & Design (SOG/ST 8), the Statistician (SOG/ST 6) is responsible for the designing and implementation of systems and procedures geared towards efficient collection, initial tabulation, and analysis of agricultural data and information.

Key Responsibilities

Management/Administrative

- Assists in the development of objectives, Work Schedules, and Plans for performing the duties of the Section;
- Represents the Ministry/Director/attends meetings, conferences, workshops, and seminars as required;
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and organization's goals;
- Prepares and submits reports/documents as required.

Technical/Professional

- Participates in data collection for surveys and censuses;
- Evaluates sources of information to determine any limitations concerning reliability and usability;
- Utilizes databases and information sources to meet internal and external statistical needs;
- Provides advice on the conduct of statistical activities, drafts plans, and submits them to the Director, Data Analysis and Design for review;
- Supports the Director and Senior Statistician in searching, collecting, analyzing, tabulating, and presenting statistical information for storage in a statistical database and for inclusion in reports and summaries;
- Conducts field trials and applies statistical methods to identify and resolve operational problems;
- Conducts field work and participates in the collection of Agricultural data and information;
- Provides statistical advice in the development of policies and programmes;
- Collects, analyses, tabulates, and presents statistical information for storage in statistical databases and for inclusion in reports and summaries;
- Participates in the maintenance of quality control systems and procedures for data management;
- Designs, implements, and conducts studies on livestock, traditional and domestic crop sub-sectors to gather information relating to:
 - Quarterly and annual production;
 - Livestock and poultry production;
 - Problems encountered in the industries;

- Likely periods of glut and shortage.
- Participates in the compilation of data on fifty-eight (58) domestic crops to include broad categories of legumes, vegetables, fruits, cereals, and spices;
- Participates in the compilation of FAO questionnaires periodically to provide information on the production of fruit trees, fertilizer usage, and domestic crop production;
- Performs any other related duties assigned by the Director, Data Analysis & Design.

Required Knowledge, Skills, and Competencies

Core:

- Good planning and organizing skills.
- Good analytical thinking skills.
- Good oral and written communication skills.
- Good problem-solving and decision-making skills.
- Ability to exercise good judgement.
- Good interpersonal and influencing skills.
- Ability to work on your own initiative.
- Excellent customer and quality focus skills
- Good teamwork and co-operation skills
- Strong research, collaborative and consultation skills.
- Of excellent integrity

Technical:

- Knowledge of the policies and procedures of the MoAF&M.
- Sound Knowledge of statistical methodology, survey design, and implementation.
- Excellent knowledge and ability to use numerous data analysis software including Excel, SPSS and Geo-stats etc.
- Sound understanding of statistical terms and concepts.
- Good knowledge of database development and management.
- Good knowledge of writing technical reports.
- Good knowledge of statistical regulations and standards.
- Demonstrated ability to employ statistical modelling and statistical packages to analyze data.

Minimum Required Qualification and Experience

- Bachelor's Degree in Statistics, Agricultural Economics with Statistics as the principal subject or Statistics with Economics and working knowledge of Agriculture.
- Good working knowledge of Statistical Software would be an asset.

4. Agricultural Incentives and Waivers Officer (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Director, Agricultural Incentives & Waivers (GMG/SEG 3) the Agricultural Incentives and Waivers Officer (GMG/SEG 2) will assist with the implementation of Government policies pertaining to agricultural incentives and waivers on agricultural inputs (goods or services) - General Consumption Tax (GCT)/import duties, and Income Tax Relief on behalf of the approved farmer/farming enterprise. The incumbent also assists in conducting inspections, surveys, and studies, prepares reports, briefs, notes, and plans, and participates in meetings, conferences, and workshops as necessary.

Key Responsibilities

Management/Administrative

- Participates in the development and preparation of Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares payment vouchers and commitment requisitions for bills and submits for approval for payment;
- Liaise with the Accounts Department to monitor timely and expeditious payment;
- Maintains an inventory of all supplies;
- Liaise with the Facilities and Property Management Branch regarding repairs and general maintenance;

- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements;
- Represents the Unit on various committees and meetings;
- Contributes to and maintains a system that fosters a culture of teamwork, and commitment to the Unit's and Organization's goals;
- Keeps abreast of current developments in the assigned areas of responsibility to guide the work of the Branch;
- Participates in meetings, seminars, conferences, workshops, and other fora.

Technical/Professional

- Assists with the administration of incentives and waivers to eligible farmers;
- Receives, reviews and processes applications from RADA on behalf of farmers who wish to purchase vehicles, materials, and equipment for use in Agriculture;
- Receives, reviews, and processes applications from RADA on behalf of farmers for Income Tax Relief/approved farmer status;
- Liaises with other Government Agencies as it relates to agricultural incentives;
- Assists with keeping farmers abreast with the incentives programme;
- Assists with the inspection of farms across the island to verify information relating to applications for eligibility and due diligence;
- Assists with designing data collection and recording systems, consistently reviews instruments/systems and makes recommendations;
- Maintains optimal function of the Incentives and Waivers Databases and related systems;
- Assists with the examination of pro forma invoices to verify farmers' agricultural inputs;
- Formulates recommendations/responses to requests and other correspondence requesting clarification or information on incentives;
- Assists in conducting research and responds to queries from various stakeholders. analyses data and documents findings;
- Assists in the investigation of delays and recommends corrective action;
- Provides advice and guidance on policy and legislation to farmers and other stakeholders relating to agricultural incentives and waivers;
- Keeps abreast of amendments to policies and legislation related to agricultural incentives;
- Requests goods and services and liaises with the Procurement Branch and merchants regarding purchases;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral communication skills
- Excellent written communication skills
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Good customer relations and quality focus skills
- Good teamwork and cooperation skills
- Good interpersonal skills
- Methodical
- Ability to use initiative

Technical:

- Good knowledge of the Agricultural Sector
- Good knowledge of the GOJ Policy on agricultural incentives with respect to Agricultural inputs regarding Fiscal Incentives Act, General Consumption Tax/import duties and the Customs Act and Regulations.
- Good knowledge of writing technical reports.
- Basic knowledge of accounting and procurement procedures and policies.
- Good knowledge of the operations of Government and the organization policies and procedures.
- Proficient in the use of relevant software applications.
- Knowledge of General Consumption Tax and other tax Act and regulation

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture, Economics or related field in the Social/ Natural Sciences or equivalent qualifications.
- At least two (2) years' experience in agricultural economics or related field

Special Condition Associated with the Job

- Required to travel island-wide
- Required to work for extended hours to finalize work.
- Sometimes required to deal with difficult clients

5. Regional Data Collection Officer (SOG/ST 5)- (2 posts)

Job Purpose

Under the general direction of the Director, Field Data Collection (Primary) (SOG/ST 8), the Regional Data Collection Officer (SOG/ST 5), is responsible for supervising the collection of Agro-Socio-Economic data and information, market and livestock information, fisheries statistics, and objective yield measurements research for a region. The incumbent is also responsible for the preparation of reports, briefs, and correspondence and to organize and ensure that information flows timely and securely to internal and external stakeholders.

Key Responsibilities

Management/Administrative

- Participates in the preparation of work, Operational and Corporate Plans, and Budgets;
- Writes Monthly, Quarterly, and Annual reports on the activities of the Region;
- Participates in the evaluation of equipment and supplies for the Data Collection Programme.
- Participates in the training and developmental activities for staff;
- Manages the storage and security of data.

Technical/Professional

- Oversees the collection of data for agricultural surveys and censuses;
- Collaborates with the Statistician in charge of Sample Survey and designs questionnaires/forms for data collection and information;
- Institutes and implements a system of control for the receipt and editing of completed questionnaires/forms;
- Monitors domestic agricultural production in the Region and provides technical advice to farmers when the need arises;
- Implements yield measurement procedures in order to measure objectively the yield of various crops on a regular basis and to correlate these with the measurements collected from other sources;
- Maintains constant dialogue with RADA personnel and the Agricultural Extension Officers in the region for the collection and evaluation of production and yield data;
- Monitors staff, assignments to ensure that there is operational efficiency and equitable distribution of work in the region;
- Co-ordinates and monitors the implementation of an effective Data Collection Programme for the Region.
- Participates in an efficient system of data collection for Agro-Socio-Economic data for the planning and policy processes;
- Reviews data provided by the Data Collection Officers;
- Monitors, facilitates and enforces policies, systems, and procedures for effective data collection;
- Devises and implements efficient and secure procedures for data handling, security breaches, and data losses;
- Formulates techniques and strategies for quality data collection to ensure adequacy, accuracy, and legitimacy of data;
- Establishes rules and procedures for data sharing;
- Conducts field visits to determine levels of production in specified areas of agricultural production, noting climate and ecological factors which influence production yields and incidents of pests and infestation and records findings for review meetings;
- Oversees the collection of data for special surveys and censuses;
- Keeps abreast of trends and developments in Data Collection.

Human Resource Management

- Assigns work, determines priorities, and advises on methodology and work procedures;
- Provides direction, support, and guidance to staff supervised;
- Participates in the recruitment of staff;

- Recommends leave, appointments, training, incentive arrangements, and disciplinary action for staff supervised;
- Ensures the implementation of training and development programs for staff;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching;
- Develops and sustains teamwork, unity, and commitment to organizational goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good analytical thinking skills
- Good interpersonal skills.
- Good planning and organizing skills
- Good leadership skills
- Good customer and quality focus skills.
- Good oral communication and presentation skills.
- Good written communication skills
- Good people management skills.
- Good problem-solving and decision-making skills.
- Ability to work under pressure and meet tight deadlines
- Confidentiality and integrity.

Technical:

- Excellent knowledge of Data Collection methods.
- Good knowledge of public sector regulations and guidelines.
- Good knowledge of the operations of Government/Ministry's policies and procedures.
- Working knowledge of modern database and information system management.
- Good knowledge of writing technical reports
- Good knowledge of statistical terms and concepts
- Proficiency in the use of relevant computer operations

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture, Economics or related field in the Social Sciences,
 - Training in Data Collection
 - Three (3) years' related experience
- OR**
- Associate Degree from an accredited tertiary institution /Diploma in Agriculture from Jamaica School of Agriculture/College of Agriculture Science and Education.
 - Training in Data Collection
 - Four (4) years' related experience

Special Condition Associated with the Job

- The job entails supervising Data Collection Officers in assigned Regions.
- Travelling over rough terrain, poor farm roads, and encountering hostile individuals.
- Position involves extensive fieldwork including visiting farms and agricultural organizations.

6. Administrator (GMG/AM 4)

Job Purpose

Under the direction of the Principal Director, Agricultural Marketing Information & Incentives (GMG/SEG 6) the Administrator (GMG/AM 4) is responsible for performing general administrative and secretarial duties to support the Office of the Principal Director by administering a range of support activities in managing and coordinating the administrative functions of the Office to ensure smooth and efficient operations and for liaising with other Divisions, Branches, and external agencies on behalf of the Principal Director. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of records and files to provide support for the preparation of the Branch's plans, budgets and reports as well as for meetings and events planning.

Key Responsibilities

Management/Administrative

- Provides administrative support with regard to the services and activities of the Office of the Principal Director;
- Receives incoming correspondence and documents and routes outgoing correspondence to relevant officers;
- Maintains a log of all incoming and outgoing correspondence, reports, files and source documents entering and exiting the Principal Director's office;
- Receives screens and, if necessary, re-directs telephone callers and visitors to the appropriate staff and logs all calls and messages;
- Photocopies and scans documents as required;
- Arranges and monitors the logistics for internal and external meetings;
- Provides administrative and secretarial support for internal and external meetings, which include preparing agenda, information, and resources for meetings; recording, transcribing, and distributing Minutes and decisions of meetings; and circulating documents for meetings;
- Represents the office at meetings, seminars, and workshops as required on and off-site and ensures follow-through with post-meeting actions and decisions;
- Participates in the planning and organizing of conferences, seminars, training sessions, workshops, and other events as required, inclusive of preparing and circulating Agendas, Minutes, and other material, arranging venues and refreshments, and contacting attendees;
- Assists with the process of authenticating documents, affixing seals, and stamping documents;
- Maintains an up-to-date database of confidential and classified data and records;
- Establishes and maintains databases and computer files and produces monthly reports on activities performed;
- Creates and maintains up-to-date electronic systems for the management of internal records;
- Co-ordinates responses to external requests for information and advises on matters as directed;
- Reviews operating practices and implements improvements;
- Maintains up-to-date leave and attendance records and updates Leave Applications/Cards. Monitors the Attendance Register and prepares Monthly Attendance Reports;
- Updates and suggests improvements to the Electronic Attendance and Punctuality Platform for dispatch of information to the Director, Human Resource Management on a monthly basis;
- Manages the personal records/information of employees of the Office;
- Prepare PowerPoint presentations for the Office as required;
- Maintains customer service principles, standards, and measurements.

Technical/Professional

- Composes, types, and dispatches correspondence, reports, and other documents as required;
- Maintains and manages the Principal Director's Electronic Calendar; Schedules and records appointments providing reminders when the dates are approaching;
- Prepares meeting files for the Principal Director;
- Makes overseas travel arrangements for the Principal Director;
- Monitors and reports on the progress of tasks delegated by the Principal Director to the Divisional Directors and other staff members;
- Follows up on requests made by the Principal Director (PD) and prepares and provides regular updates on the status of initiatives;
- Maintains an effective filing system to ensure easy retrieval of documents and files and ensures the security of manual and computerized confidential files and records;
- Controls the movement of files between the PD, staff of the Branch, and other Divisions;
- Conducts research and prepares and/or edits reports or other documents as directed;
- Co-ordinates the preparation of Reports, Strategic Plans, Operational Plans, Work Plans, Annual Budget, and monthly cash flow for the Office;
- Requests, procures, and maintains stationery and other office supplies for the Office;
- Conducts monthly stock inventory checks to ensure that items reflect the prescribed internal stock levels;
- Makes recommendations and submits quotations for the purchase of internal stock items;
- Collates information coming to the PD from various Divisions of the Ministry and external agencies and, acts as a focal point for the dissemination of information within the Division;

- Ensures staff are compliant with prescribed GOJ guidelines and policy.

Required Knowledge, Skills, and Competencies

Core:

- Ability to work in a high-demand environment.
- Excellent oral and written communication skills
- Excellent customer and quality focus skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent time management skills
- Good research and presentation skills
- Ability to analyze and organize data
- Able to display tact, diplomacy, and professionalism
- Ability to demonstrate initiative
- Ability to manage internal and external relationships
- Strong integrity and confidentiality
- Excellent teamwork and cooperation skills
- Excellent multitasking skills
- Good problem-solving and decision-making 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 creative and 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/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 Condition Associated with the Job

- May be required to work for extended hours to meet programme deadlines.
- Required to travel island wide, including travel to remote locations.
- Required to work for extensive periods in the field.
- Moderate exposure to harsh environmental conditions.

7. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direction of the Director, Data Analysis & Design (SOG/ST 8), the Administrative Assistant (GMG/AM 3) is responsible for the provision of administrative support for the Section and liaises with other Divisions, Branches, and external agencies on behalf of the Director. 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 Section. 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

Management/Administrative

- Provides administrative support with regard to the services and activities of the Office of the Principal Director;
- Receives incoming correspondence and documents and routes outgoing correspondence to relevant officers;
- Maintains a log of all incoming and outgoing correspondence, reports, files and source documents entering and exiting the Principal Director's office;
- Receives, screens and, if necessary, re-directs telephone callers and visitors to the appropriate staff and logs all calls and messages;
- Makes photocopies and scans documents as required;
- Arranges and monitors the logistics for internal and external meetings;
- Provides administrative and secretarial support for internal and external meetings, which include preparing agenda, information, and resources for meetings; recording, transcribing, and distributing Minutes and decisions of meetings; and circulating documents for meetings;
- Represents the office at meetings, seminars, and workshops as required on and off-site and ensures follow-through with post-meeting actions and decisions;
- Participates in the planning and organizing of conferences, seminars, training sessions, workshops, and other events as required, inclusive of preparing and circulating Agendas, Minutes, and other material, arranging venues and refreshments, and contacting attendees;
- Assists with the process of authenticating documents, affixing seals, and stamping documents;
- Maintains an up-to-date database of confidential and classified data and records;
- Establishes and maintains databases and computer files and produces Monthly Reports on activities performed;
- Creates and maintains up-to-date electronic systems for the management of internal records;
- Co-ordinates responses to external requests for information and advises on matters as directed;
- Reviews operating practices and implements improvements;
- Maintains up-to-date Leave and Attendance Records and updates Leave Applications/Cards;
- Monitors the Attendance Register and prepares Monthly Attendance Reports;
- Updates and suggest improvements to the electronic attendance and punctuality platform for dispatch of information to the Director, Human Resource Management on a monthly basis;
- Manages the personal records/information of employees of the Office;
- Prepare PowerPoint presentations for the Office as required;
- Maintains customer service principles, standards, and measurements.

Technical/Professional

- Composes, types, and dispatches correspondence, reports, and other documents as required;
- Maintains and manages the Principal Director's electronic calendar;
- Schedules and records appointments providing reminders when the dates are approaching;
- Prepares meeting files for the Principal Director;
- Makes overseas travel arrangements for the Principal Director;
- Monitors and reports on the progress of tasks delegated by the Principal Director to the Divisional Directors and other staff members;

- Follows up on requests made by the Principal Director (PD) and prepares and provides regular updates on the status of initiatives;
- Maintains an effective filing system to ensure easy retrieval of documents and files and ensures the security of manual and computerized confidential files and records;
- Controls the movement of files between the PD, staff of the Branch, and other Divisions;
- Conducts research and prepares and/or edits reports or other documents as directed;
- Co-ordinates the preparation of Reports, Strategic Plans, Operational Plans, Work Plans, Annual Budget, and monthly cash flow for the Office;
- Requests, procures, and maintains stationery and other office supplies for the Office;
- Conducts monthly stock inventory checks to ensure that items reflect the prescribed internal stock levels;
- Recommendations and submits quotations for the purchase of internal stock items;
- Collates information coming to the PD from various Divisions of the Ministry and external agencies and, acts as a focal point for the dissemination of information within the Division;
- Ensures staff are compliant with prescribed GOJ guidelines and policy;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills, and Competencies

Core:

- Ability to work in a high-demand environment.
- Excellent oral and written communication skills
- Excellent customer and quality focus skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent time management skills
- Good research and presentation skills
- Ability to analyze and organize data
- Able to display tact, diplomacy, and professionalism
- Ability to demonstrate initiative
- Ability to manage internal and external relationships
- Strong integrity and confidentiality
- Excellent teamwork and cooperation skills
- Excellent multitasking skills
- Good problem-solving and decision-making 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 creative and 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/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 Condition Associated with the Job

- Work will be conducted in an office equipped with standard office equipment and software; The environment is fast-paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required on occasions, to work on weekends and holidays;
- May be required on occasions to travel to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Thursday, 12th October, 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**