



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 409
OSC Ref. C.4858⁴⁴

29th September, 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 **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5) Policy, Planning & Project Management Branch**, salary range \$6,820,273 to \$9,172,509 per annum.
2. **Senior Agricultural Policy Analyst (GMG/SEG 4), Policy, Planning & Project Management Branch**, salary range \$5,597,715 to \$7,528,305 per annum.
3. **Agricultural Trade Officer (SOG/ST 7), Policy, Planning & Project Management Branch**, salary range \$4,594,306 to \$6,178,830 per annum.
4. **Administrative Assistant (GMG/AM 3), Policy, Planning & Project Management Branch**, salary range \$1,984,305 to \$2,668,670 per annum.

1. Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5)

Job Purpose

Under the supervision of the Principal Director, Agricultural Economic Planning & Policy Development (GMG/SEG 6), the Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5), is responsible for overseeing and directing the staff of the Agricultural Policy Development and Evaluation Section in developing, formulating, analysing, evaluating, co-ordinating, implementing, and monitoring policies for the Ministry of Agriculture and Fisheries. The incumbent will review policies in relation to other policies and programmes in order to make recommendations impacting policy development within the Ministry, leads the discussion on policy evaluation and operationalization, and oversees key policy perspective sharing across the Ministry and its Agencies, while also focusing on emerging issues facing the agricultural sector. There is also the requirement to formulate technical papers and reports as well as to provide expert and authoritative technical advice to the Principal Director, Chief Technical Director, Permanent Secretary, and other senior officers.

Key Responsibilities

Management/Administrative

- Develops and implements the Strategic Vision for the Branch;
- Establishes priorities, sets objectives and goals, and ensures the achievement of targets;
- Institutes measures for adherence to international best practices and standards that protect the confidentiality, integrity, and availability of critical information and data;
- Keeps abreast of current developments in the assigned areas of responsibility to guide the work of the Branch;
- Ensures that the Budgets, Work Programmes, Corporate and Operational Plans are accurate and consistent with organizational priorities;
- Monitors and controls the implementation of Budgets, Operational and Work Plans to ensure that work is carried out as planned, within budget, and that agreed targets are met;
- Liaises with stakeholders and establishes strong linkages and partnerships with internal and external users to ensure that stakeholders' needs are met;
- Ensures that all the required processes, systems, and controls are in place to enable the achievement of the Branch's objectives;
- Investigates complaints from clients and effects the required corrective measures;

- Supervises the preparation of reports to the Principal Director, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Convenes and attends internal committee meetings to address policy matters and executes directives as necessary;
- Represents the MoAF&M on committees and at meetings, webinars, seminars, and conferences locally or overseas and makes presentations as required.

Technical/Professional

- Provides leadership and direction in the management and development of the Branch;
- Provides policy and technical advice and support to the Principal Director on policy matters;
- Conducts background policy research and analysis to support existing policies as well as proposals for new policies;
- Reviews and synthesizes research findings to identify and recommend best practices;
- Extracts, collects, and aggregates data across databases, information sources, survey responses, and other data sources; ensures data quality and examines for consistency and accuracy;
- Proactively identifies and proposes alternatives to improve the stability, performance, and accuracy of the data;
- Designs, develops, and implements a Policy Development and Evaluation Framework and related systems, regulations, and guidelines for the Sectors encompassed by the MoAF&M;
- Ensures that the Framework is tested, refined, and fully implemented;
- Leads in the development and implementation of policies for the Agricultural Sector;
- Conducts policy analyses and makes recommendations on issues impacting Industrial Development (including but not limited to productivity, labour and incentives);
- Prepares technical responses to requests for comments on policy proposals from various Government entities;
- Monitors the implementation of policies, Sector strategies and priority programmes;
- Participates in the development of Agricultural policies for Agencies under the purview of the Ministry;
- Identifies indicators to evaluate the impact of agricultural related policies and makes recommendations for adjustments as necessary;
- Develops performance indicators and programme evaluation criteria and methods to track policy impact;
- Tracks the implementation of policy in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmark;
- Reviews Cabinet Memoranda and Policy Papers on relevant Ministry's policy issues;
- Analyses the effects of policy proposals and amendments on Government and Ministry initiatives;
- Reviews a range of background data and information; develops policies for the enhancement of the Sector and the sustainable development of the economy;
- Monitors the impact of current policies, strategies, and plans on the Sector;
- Monitors policy trends and new developments in the Sector to ascertain the need for changes in policies or formulation of new ones;
- Liaises with various representatives of the Divisions and Departments of the MoAF&M and other Ministries/Agencies and representatives of the Private Sector in the development of policies;
- Develops policies and programmes for the Sector which are consistent with the National Plan;
- Analyses progress reports submitted by various Divisions and determines the need for additional information and advises accordingly;
- Liaises with Senior Legal Officer concerning amendments to existing legislation, as necessitated by policy changes;
- Conceptualizes and develops policy proposals;
- Develops policy options, researches their potential effectiveness and impact and makes recommendations for new policies;
- Reviews feasibility studies, quantitative, qualitative, and a range of analyses and provides timely and accurate reports and briefs for submission to the Principal Director on current and emerging issues impacting the Agricultural Sector;
- Submits to the Principal Director, CTD, and Permanent Secretary recommendations for changes in policies based on economic, social, environmental, and global conditions;
- Recommends the revision of policy guidelines in order to meet sectoral changes;
- Contributes professional expertise and policy experience and support to the Principal Director and team members when needed;

- Co-ordinates and prepares information for local and international agencies, including CARICOM, IICA, CARDI, FAO and WTO;
- Writes Cabinet Submissions, Cabinet Notes, papers, studies, and briefs as required;
- Develops presentations for diverse audiences and develops, formats for reports, charts/or graphs for varying documents and written and oral presentations for both internal and external audiences;
- Establishes and maintains excellent relationships with Private and Public sector representatives and builds stakeholder networks to facilitate the collection and exchange of information;
- Develops performance indicators and programme evaluation criteria and approves methods to evaluate and track policy impact;
- Tracks the implementation of policies in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks;
- Monitors the database of policy issues and actions taken by the MoAF&M;
- Advises the Principal Director on potential policy problems and risks in a timely manner and proposes solutions;
- Determines the need for further policy research;
- Co-ordinates and manages stakeholder consultations to resolve policy conflicts;
- Determines policy matters that are lagging and takes corrective measures;
- Co-ordinates and collaborates with the Human Resources Team on the seminars, workshops, and conferences for internal and external stakeholders to create awareness of the procedures involved in policy development, monitoring, and analysis;
- Keeps abreast of best practices, trends, and developments in policy development and evaluation processes for their adoption, when necessary.

Human Resource Management

- Provides guidance to staff through coaching, mentoring, Training and development initiatives;
- Provides leadership to direct reports through effective planning, delegation and communication;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary, to improve performance in attaining personal and organizational goals;
- Recommends transfer, promotion, termination and Leave for staff in accordance with established Human Resources, policies and procedures;
- Ensures that the welfare and developmental needs of staff are clearly identified and addressed;
- Performs other related duties that may be assigned by the Principal Director from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and people management skills
- Excellent leadership and management skills
- Excellent analytical thinking skills
- Excellent presentation and influencing skills.
- Highly developed problem-solving and decision-making skills
- Strong research skills.
- Highly developed planning and organizing skills.
- Ability to exercise good judgement and initiative
- Ability to work effectively in a team and to work independently.
- Must maintain a strict code of ethics in working with highly confidential data

Technical:

- Advanced technical report writing and editing skills.
- Highly developed change management skills
- Good knowledge of the policies and procedures of the MoAF
- Sound knowledge of national policy environment and issues
- Sound knowledge of international best practices and trends in agricultural, policy issues.
- Good knowledge of public sector laws, regulations, and guidelines.
- Knowledge of modern approaches to policy research, development, and analysis.
- Must maintain a strict code of ethics in working with highly confidential data.

- Sound knowledge of the GOJ Public Service Regulations and related legislation and guidelines
- Proficiency in the use of software relevant to the functions of the post.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Management Studies, or equivalent qualification/training
 - Training in Policy Development
 - Three (3) years related experience in a comparable working environment.
- OR**
- Bachelor's degree in Economics, Management Studies, or equivalent qualifications/training
 - Training in Policy Development
 - Five (5) years related 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.
- May be required to work for extensive periods in the field.

2. Senior Agricultural Policy Analyst (GMG/SEG 4)

Job Purpose

Under the direction of the Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5), the Senior Agricultural Policy Analyst (GMG/SEG 4), is responsible for facilitating the development, analyses, co-ordinating, implementing, monitoring and evaluation of policies, programs, and projects in the Ministry and its Agencies and providing technical support to the Ministry in its policy planning, development, and evaluation processes. The Senior Agricultural Policy Analyst will also supervise and manage the Policy Formulation team to design and implement activities. The incumbent also conducts policy-related research and participates in the planning, organization, development, and administration of the systems and procedures for policy formulation. Additionally, there is the requirement to provide technical advice and briefings to the Senior Director, Agricultural Policy Development & Evaluation, the Principal Director, Agricultural Economic Planning & Policy Development, and other senior officers.

Key Responsibilities

Technical/Professional:

- Alerts the Senior Director, Agricultural Policy Development & Evaluation to potential policy problems and risks in the MoAF&M's policy framework in a timely manner and proposes solution;
- Co-ordinates the orderly and timely flow of accurate and rigorously analyzed information MoAF's matters for the Senior Director's attention;
- Guides the analysis of MoAF's policy issues in order to address the core problems;
- Determines the need for further policy research and analysis and the most appropriate research tools to be applied in the development of such policies;
- Provides rigorous analyses and examines questions of why particular policies should be considered and developed, and when selected policies should be implemented;
- Establishes and maintains excellent communication with Private and Public Sector entities and builds stakeholder networks to facilitate the collection and exchange of data and provides updates on relevant issues;
- Delivers training to relevant staff in the Ministry and its Agencies to create awareness of the procedures involved in policy development, monitoring, and analysis;
- Conceptualizes and leads the design of policy development and policy evaluation tools;
- Monitors the implementation of decisions on inter-sectoral issues and facilitates collaboration among Ministries;
- Identifies inter-sectoral policy issues; maintains close contact with sector officials;
- Identifies areas for future integration, and ensures that adequate advance planning is done;
- Leads stakeholder consultation to resolve policy conflicts;
- Provides advice on weighing policy options and choices in situations where there are no applicable precedents and clearly preferable choices;

- Prepares policy papers and briefs for the Senior Director, Agricultural Policy Development and Evaluation on current, emerging, and inter-related matters impacting the Ministry's portfolio;
- Co-ordinates the preparation and monitors the implementation of the Ministry's Annual Policy Programme;
- Identifies MoAF&M's policy matters that are lagging and proposes corrective measures;
- Analyses and comments on studies prepared by the Ministry and its Agencies and otherwise provides information to assist with decision-making and/or to determine the availability of adopting new measures;
- Provides technical support to the Ministry's policy, planning development, and evaluation process;
- Monitors the implementation and impact of Cabinet Decisions that have implications for the Ministry;
- Keeps abreast of best practices, trends, and developments in policy development and proposes their adoption, when necessary to enhance policy development.

Management/Administrative

- Participates in the development and implementation of the Strategic Vision for the Branch;
- Participates in the establishment of priorities, objectives, and goal-setting activities to ensure the achievement of targets;
- Implements measures for adherence to international best practices and standards that protect the confidentiality, integrity, and availability of critical information and data;
- Keeps abreast of current developments in the assigned areas of responsibility to guide the work of the Branch;
- Ensures that the Budgets, Work Programmes, Corporate and Operational Plans are accurate and consistent with organizational priorities;
- Assists in the monitoring and controlling the implementation of the Budget, Operational, and Work Plans to ensure that work is carried out as planned, within budget, and that agreed targets are met;
- Liaises with stakeholders and establishes strong linkages and partnerships with internal and external users to ensure that stakeholders' needs are met;
- Ensures that all the required processes, systems, and controls are in place to enable the achievement of the Branch's objectives;
- Investigates complaints from clients and effects the required corrective measures;
- Prepares reports for submission to the Senior Director, Principal Director, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Convenes and attends internal committee meetings to address policy matters and executes directives as necessary;
- Represents the Ministry at meetings, seminars, and conferences locally or overseas and makes presentations as required.

Human Resource

- Provides guidance to staff through coaching, mentoring, training and development initiatives;
- Provides leadership to direct reports through effective planning, delegation, and communication;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals, and recommends and/or initiates corrective action where necessary, to improve performance in attaining personal and organizational goals;
- Recommends transfer, promotion, termination, and leave for staff in accordance with established Human Resources, policies, and procedures;
- Ensures that the welfare and developmental needs of staff are clearly identified and addressed;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Excellent analytical thinking skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills and presentation skills.
- Excellent analytical thinking skills
- Excellent interpersonal and people management skills
- Excellent problem-solving and decision-making skills
- Excellent teamwork and co-operation skills
- Ability to exercise good judgment

- Ability to work on own initiative.
- Must maintain a strict code of ethics in working with highly confidential data

Technical:

- Excellent research and presentation skills
- Advanced technical writing, editing, and creative skills.
- Knowledge of GOJ policies and programmes.
- Sound knowledge of policy analysis, monitoring, and evaluation;
- Sound knowledge of international best practices and trends in policy development, evaluation, management, and implementation.
- Ability to conduct research, analyze data, make sound and logical conclusions
- Good knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues
- Knowledge of modern approaches to policy research, development, and analysis.
- Flexibility in responding to changes in priorities and demands at work
- Ability to establish and maintain cooperative working relationships with all segments of the ministry, its agencies and external stakeholders
- Proficiency in the use of software relevant to the functions of the post

Minimum Required Qualification and Experience

- Master's degree in Economics, Public Administration or equivalent in a related discipline
 - Training in Policy Development, Analysis, and Management,
 - Specialized training in modern approaches to policy research and policy analysis
 - Three (3) years' experience in a comparable working environment.
- OR**
- Bachelor of Science Degree in Economics, Public Administration or equivalent qualifications in a related discipline
 - Training in Policy Development, Analysis, and Management
 - Specialized training in modern approaches to policy research and policy analysis
 - Five (5) years' experience in a comparable working environment

Special Conditions Associated with The Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars, and meetings.
- May be required to conduct site visits in hilly terrain.

3. Agricultural Trade Officer (SOG/ST 7)

Job Purpose

Under the general supervision of the Senior Director, Trade in Agriculture (SOG/ST 9), the Agricultural Trade Officer (SOG/ST 7), participates in the planning, co-ordinating, and implementation of activities relating to international trade and the negotiation of trade agreements for the Agricultural Sector. The incumbent also provides advice and recommendations on agricultural trade matters, conducts research on trade issues, and formulates recommendations to support the strengthening of agricultural trade, trade negotiations, and agreements.

Key Responsibilities

- Develops systems and procedures to facilitate the achievement of work assigned;
- Keeps abreast of cutting-edge trends and developments and makes recommendations for possible implementation. Assists the Director in the monitoring and assessment of the Agricultural Trade and Economic Agreements including the following trade agreements/arrangements which are at varying stages of implementation:
- The World Trade Organization (WTO) Multilateral Agreement;
 - The CARIFORUM/EU, Economic Partnership Agreement (EPA);
 - The Caribbean Basin Initiative (CBI);
 - The CARIBCAN, Canadian Trade Arrangement;

- The Caribbean Single Market and Economy (CSME);
- The CARICOM/Venezuela Free Trade
- The CARICOM/Dominican Republic Free Trade Agreement
- The CARICOM/Cuba Bilateral Co-operation Agreement;
- Collates and compiles data from various sources and submits them to the Senior Director;
- Contributes to the preparation and follow-up of relevant agricultural trade dialogue/meetings and sub-committees;
- Prepares Sector information and data to inform trade negotiations;
- Participates in the provision of inputs for the Budget Speeches and technical papers as required;
- Supports the Senior Director, Trade in Agriculture in the preparation of presentations to internal and external publics during international and local seminars and meetings;
- Represents the Ministry at meetings, seminars, workshops locally, regionally, and internationally;
- Participates in negotiations on behalf of the Ministry and stakeholders in the Sector;
- Contributes to the development of proposals for the removal of trade barriers and constraints;
- Researches, prepares, and provides information to the WTO and other international organizations on request;
- Participates in the promotional and communication activities of the Unit by making presentations and providing written inputs to newsletters and reports which are then submitted to the webpage, trade webpage and relevant social media of the specified delegations;
- Ensures that trade policies are clearly articulated in the formulation of plans, policies, and programme for the Agricultural Sector;
- Reviews and analyses macro-economic indicators and their effects on trade in the Agricultural Sector and submits recommendations for appropriate policy revisions where necessary;
- Conducts empirical analyses to determine the extent to which particular products can compete in the local and international marketplace;
- Monitors and assesses trade and economic negotiations as directed;
- Tracks, evaluates, and reports on major developments in the International Trade and Economic environment;
- Ensures the maintenance of databases for the Unit;
- Prepares updates for the WTO regularly on the Agricultural sector's implementation of WTO Agreements;
- Collaborates with the Public Relations Division to ensure that trade development and events are adequately promoted and publicized;
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Any other related duties assigned by the Senior Director, Agricultural Trade.

Required Knowledge, Skills, and Competencies

Core:

- Good analytical thinking skills
- Good research, editing, and creative skills
- Good planning and organizing skills
- Good oral, written, and presentation skills.
- Good interpersonal and people management skills.
- good problem-solving and decision-making skills.
- Ability to exercise good judgement.
- Good impact, influencing and networking skills
- Ability to manage partners and external relationships.
- Excellent teamwork and cooperations skills
- Able to demonstrate initiative
- Must maintain a strict code of ethics in working with highly confidential data.

Technical:

- Good knowledge of international trade laws, policies, and agreements
- Good knowledge of trade and economic policies of Jamaica/CARICOM countries and specific regional and International organizations.
- Good knowledge of the agricultural sector
- Knowledge of International Business and International Relations

- Good knowledge of the policies and procedures of the Ministry of Agriculture, Fisheries and Mining
- Sound knowledge of data analysis and the relevant research techniques and principles
- Knowledge of negotiations
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in International Trade/International Relations/International Business, Agriculture, Economics or related field in the Social Sciences, including courses in International Trade/Relations.
- Three (3) years' experience in International Trade/ International Relations

Special Conditions Associated with The Job

- Work will be conducted in an office outfitted with standard office equipment and specialized 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.
- Required to travel locally and overseas to attend conferences, seminars, and meetings.
- Required to work for extensive periods to meet deadlines.

4. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direction of the Senior Director, Trade in Agriculture (SOG/ST 9), 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 Senior 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

- Receives, reads, and screens incoming correspondence and reports makes preliminary assessment of material and follows up to ensure that action is completed;
- Accesses and sends e-mails via the internet;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs a range of administrative duties including preparing invoices, estimates, co-ordinating meetings, etc.
- Receives and screens visitors prior to audience with the Senior Director;
- Manages the Senior Director's Appointment Diary including liaising with internal and external personnel as necessary;
- Responds to requests, inquiries, and complaints from organizations and the general public;
- Refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes Minutes for circulation;
- Conducts research, collates, sorts, and disseminates information as required;
- Researches and collates documents for conferences and press briefings;
- Responds to routine correspondence;
- Monitors matters that have been passed to Officers' desks for action;
- Accompanies the Senior Director to meetings, seminars, and conferences, takes notes, and records Minutes, as required;
- Arranges meetings, conferences, and other events as directed by the Senior Director by notifying participants, arranging accommodation, preparing agendas and material for presentation and information;
- Writes itineraries and arranges site visits;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Senior Director's signature;
- Ensures compliance within budgetary constraints;

- Keeps records of all deadlines to be met and important matters to be dealt with and interfaces with the relevant officers;
- Performs any other related duties which may be assigned by the Senior Director.

Required Knowledge, Skills, and Competencies

Core

- Good interpersonal skills.
- Good oral and written communication skills.
- Excellent customer and quality focus skills
- Good presentation skills.
- Good problem-solving and decision-making skills.
- Good planning and organizing skills
- Good analytical thinking,
- Excellent teamwork, and cooperation
- Ability to demonstrate a high level of initiative and integrity.
- Ability to demonstrate a high level of confidentiality, and professionalism.

Technical:

- Good knowledge of general office administration and procedures.
- Good minutes and report writing skills.
- Ability to transcribe material in a clear, accurate and an acceptable manner.
- Good records and file management skills.
- Proficiency in the use of Microsoft applications.
- Sound knowledge of manual and web-based research techniques.
- Good knowledge of the operations of the Government/ Ministry
- Proficiency in speed writing and typewriting would be an asset

Minimum Required Qualification and Experience

- Associate Degree in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
 - Three (3) years' experience in an administrative capacity.
- OR**
- Diploma in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
 - Four (4) years' experience in an administrative capacity.

Special Conditions Associated with The Job

- May be required to travel with the Senior Director to meetings, conferences, and seminars Island wide.
- Required to meet tight deadlines
- May be required to work on weekends and holidays.

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**