



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 495

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27th November, 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 post of **Agricultural Economist (SOG/ST 6) – (Vacant)** in the **Policy, Planning & Project Management Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the general direction of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6), participates in the design, development and appraisal of economic plans and programmes for the Agricultural sector. The incumbent also conducts research trials, formulates economic analyses, feasibility studies, submits reports and studies, and makes recommendations to the Senior Agricultural Economist for improvements where necessary.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Unit's Corporate and Operational Plans and Budgets;
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Prepares Annual/Quarterly/Monthly performance reports.

Technical/ Professional

- Uses statistical software to manage and organize information;
- Conducts feasibility studies and research utilizing SWOT, PEST and Porter's Five
- Forces analytical frameworks;
- Gathers, tabulates, and analyzes data for agricultural and economic studies;
- Identifies existing and potential agricultural trends and indicators;
- Analyzes plans and programs and makes appropriate recommendations;
- Prepares data summaries, reports and analyses that include results, charts or graphs to documents research findings and results;
- Liaises with the PIOJ, STATIN, and the Bank of Jamaica to obtain and provide reports, on agricultural best practices and to obtain reports and updates;
- Participates in the development of economic briefs, studies, abstracts, reports (including monthly and quarterly performance reports) on MoAF's programmes, plans and projects;
- Analyzes and classifies agricultural data from various agencies such as STATIN, PSOJ, WTO with a view to obtaining necessary information to assist in planning and decision-making;
- Attends and participates in various Committee meetings and provides cogent information and guidelines;
- Undertakes the required research and participates in the development of manuals and guidelines as informed by international best practices;
- Participates in the compilation and updating of macro-economic statistics from internal and external sources;
- Assists with the development of detailed project documents/proposals for international and local funding;
- Liaises with a range of agricultural stakeholders and ensures stakeholders' input in the development of plans, programmes, and projects;
- Provides technical advice to stakeholders, develops solutions to challenges raised, and suggests ways to take advantage of opportunities;
- Collects data from various stakeholders and submits reports on findings;

- Prepares periodic, situational, and outlook reports on the performance of the Agricultural Sector by keeping abreast of changes such as crop areas reaped, production trends, prices, and volume of exports and imports;
- Keeps abreast of best practices and developments in the field of Economics, Finance and Business;
- Represents the Branch at meetings, conferences, and workshops locally and overseas.
- Performs other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong analytical and strategic thinking skills;
- Strong planning and organizing skills;
- Excellent oral and written communication skills;
- Strong customer and quality focus skills;
- Strong interpersonal skills;
- Excellent teamwork and co-operation skills;
- Good problem-solving and decision-making skills;
- Ability to manage partners and external relationships;
- Ability to demonstrate initiative;
- Good presentation and creative skills;
- Good influencing and people management skills;
- Ability to negotiate and exercise good judgment;
- Ability to work under pressure often to meet tight deadlines;
- Must maintain a strict code of ethics in working with highly confidential data.

Technical:

- Demonstrable interest and understanding of agricultural planning, agricultural economics, rural affairs, and the environment;
- Good knowledge of planning principles;
- Excellent knowledge of agricultural planning;
- Ability to organize and analyze data and make sound inferences and recommendations;
- Sound knowledge of writing technical reports;
- Sound knowledge of statistical and mathematical regulations and standards;
- Sound knowledge of economic, econometric, statistical, and mathematical methodologies;
- Sound knowledge of statistical terms and concepts;
- Knowledge of Project Formulation, Appraisal, Implementation and Management;
- Knowledge of the policies and procedures of the MoAF;
- Knowledge of the operations of Government and its policies and procedures;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Agriculture, Management Studies, Economics or equivalent qualification/training.
- Training in Agriculture
- Training in Planning
- Training in economic, econometric, statistical, and mathematical methodologies
- Three (3) years related experience

Special Conditions 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.

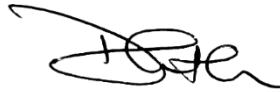
Applications accompanied by résumés should be submitted **no later than Friday, 8th November, 2023 to:**

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

E-mail: jobopportunities@moa.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Desreen Smith (Mrs.)
for Chief Personnel Officer (acting)