



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 15** **OSC Ref. C. 4858<sup>46</sup>**

8<sup>th</sup> January, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Agricultural Incentives & Waiver Officer (GMG/SEG 2)** in the **Policy Planning, & Project Management Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$3,770,761 – \$5,071,254 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Agricultural Incentives & Waivers (GMG/SEG 3) the Agricultural Incentives & 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 and 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

### **Specific Conditions 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.

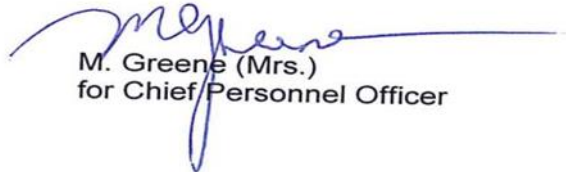
Applications accompanied by résumés should be submitted **no later than Friday, 19<sup>th</sup> January 2024 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer