



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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2nd 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 be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Director, Communication & Public Relations (MCG/IE 6) (Vacant) – Communication & Public Relations Unit**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Crown Counsel (JLG/LO 3) (2 posts) – (Vacant) – Legal Services Unit**, salary range \$5,597,715 - \$7,528,305 per annum.
3. **Chief Office Attendant (LMO/TS 3) (Vacant) – Facilities & Property Management Division**, salary range \$20,081 - \$27,007 per week.

1. Director, Communication & Public Relations (MCG/IE 6)

Job Purpose

Under the direct supervision of the Permanent Secretary, the Director, Communication & Public Relations, is responsible for the development, execution and ongoing management of a Public Relations (PR) and Publicity Programme for the Ministry that will raise the level of awareness of its stakeholders regarding its Programmes and policy initiatives, which are geared at modernizing the sector and enhancing farmers' productivity and competitiveness. The incumbent also has the responsibility to write/oversee the production and editing of official publications including Ministry Papers, Training Manuals, Annual Reports and project-related hand books.

Key Responsibilities

Management/Administrative:

- Co-ordinates and executes all aspects of the Ministry's Public Relations & Publicity programme;
- Manages the Unit-related administrative functions;
- Manages the News segment the Ministry's Website;
- Acts as the Focal Point for referral of media enquires to designated Ministry spokespersons;
- Prepares Unit's Annual Budget.

Technical/Professional:

- Develops the annual Public Relations and Publicity programme and Operational Plan;
- Collaborates with the Ministries of Finance & Foreign Affairs, OPM, PIOJ and International Funding Agency representatives re: protocol requirements for Project Signing Ceremonies & special events involving the Diplomatic Corps;
- Establishes and maintains open lines of communication with newspaper, radio and TV news editors to engage the media in publicizing sector-related issues on an ongoing basis;
- Invites media coverage of Ministry/sector-related events on an event-by-event basis;
- Provides Crisis Management PR support in response to negative publicity and sector-related crises;
- Co-ordinates logistics and provides PR support for launches of the Ministry's priority projects/special events to ensure media coverage;
- Provides communication and PR support for Divisional/Project Directors in the publicizing of their programmes;
- Arrange News Conferences/Media Tours to update the public and to give the media first-hand information on sector-related developments;
- Writes News Releases/feature stories to highlight newsworthy Ministry initiatives;

- Conducts research and write speeches/messages for official project launches, sector-related, calendar and other events;
- Writes citations and tributes as required;
- Assists with the writing and editing of the Budget/Sectoral Presentations;
- Edits manuscripts for training manuals and other Ministry publications;
- Researches, writes and produces Ministry publications e.g. project-related brochures, the Annual Farmers' Calendar;
- Monitors sector-related News stories;
- Updates the News segment of the Ministry's Website.

Human Resources:

- 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;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/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:

- Good administrative, analytical, creative and organizational skills.
- Mastery in oral and written communication.
- Good leadership/team-building skills and the ability to motivate staff to achieve targeted goals.
- A proactive, flexible work attitude, together with good inter-personal skills.
- Reliability and capacity to work under extreme pressure to meet all deadlines
- Managing the client interface
- Good people management and leadership skills
- Goal results oriented.

Technical:

- An understanding of graphic design and printing to guide the production of flyers, brochures, advertisements, Annual Reports.
- An understanding of protocol/hospitality-related issues.
- Proficiency in the use of relevant computer applications.
- Knowledge in the operations of Government.

Minimum Required Qualification and Experience

- Master's Degree in Mass Communication from an accredited tertiary institution;
- A minimum of five (5) years working experience in Public Relations/Communication at the managerial level;
- A thorough understanding of the local media landscape;
- Proficiency in the use of the Internet, Windows operating systems and Microsoft applications, in particular, Word and PowerPoint.

Special Conditions Associated with the Job

- The working environment in the Communication & Public Relations Division often becomes very stressful – given that most deadlines are established externally (.i.e from the Ministers' offices). Additionally, there are often competing events in a single day for which writing and organizational support are required from the Communication & Public Relations Division.

2. Crown Counsel (JLG/LO 3)

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General (JLG/LO 5), the Crown Counsel (JLG/LO 3) provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of a discrete ministry.

Key Responsibilities

Management/Administrative

- Contributes to the development of the Legal Services Unit's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

Technical/Professional:

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission-critical functions of the Ministry and its Departments and Agencies;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its Departments and Agencies;
- Provides legal support to the Ministry and its Departments and Agencies during all aspects of the legislative process commencing at the development of the policy;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance, to obtain legal advice from the Deputy Solicitor General (DSG);
- Prepares briefs for the review of the Senior Assistant Attorney-General for the attention of the Legal Reform Department requesting comments on draft Cabinet Submissions or otherwise on law reform matters;
- Prepares briefs for the review of the Senior Assistant Attorney-General for the attention of the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions, to prepare draft legislation and providing feedback on draft legislation;
- Provides legal advice on draft legislation and draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Attends Court to provide support and instructions to the Attorney General's Chambers or the Director of Public Prosecution, as required;
- Marshalls evidence in Disciplinary Hearings;
- Interviews Witnesses;
- Drafts Witness Statements;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Human Resources

- Participates in the preparation and implementation of presentations on the role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment.

- Performs all other related duties and functions as may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills, and Competencies

Core

- Good interpersonal skills
- Good teamwork and co-operation skills
- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good customer and quality focus skills
- Good planning and organizing skills
- Ability to use sound judgment
- Integrity
- Initiative
- Compliance

Technical

- Excellent report writing skills
- Good legal research and analytical skills;
- Good knowledge of the Laws of Jamaica and the broad field of public law;
- Good knowledge of the mandate, objectives, strategies, policies, and environment of the Ministry, its Department, Agencies, the AGC and the LSU;
- Strong presentation skills and the ability to communicate legal information in a manner that can be understood by decision-makers and users;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Sound negotiation/facilitation skills and experience;
- A good understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Sound IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) from an accredited institution;
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

Special Conditions Associated with The Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software, with the possibility of being able to work off-site with appropriate approvals.
- 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.
- Extended hours may be required to meet deadlines.
- May be required to travel locally and internationally on work related matters.

3. Chief Office Attendant (LMO/TS 3)

Job Purpose

Under the supervision of the Administrative Services Officer (GMG/AM 3), the Chief Office Attendant (LMO/TS 3), is responsible for supervising all Office Attendants to maintain the offices in a satisfactory condition for work, distributes newspapers, make minor repairs to office furniture and equipment and is the custodian of keys. The incumbent is also responsible for arranging office furniture to the preference of the staff, distribute cleaning agents and bathroom supplies for refilling on each floor. The incumbent also deputizes for the Caretaker in their absence and is required to work on alternate weekends and holidays to supervise the part-time cleaners and to secure the Government's assets and building.

Key Responsibilities

Management/Administrative:

- Keeps records of duplicate keys cut by locksmith for officers who lose their keys;
- Prepares and submits reports regarding minor repairs to be done.

Technical/Professional:

- Supervises office attendants to ensure that their assignments are completed satisfactorily;
- Receives, records and issues to officers daily newspapers;
- Receives, secures and distributes cleaning products and toiletries to attendants and part-time cleaners;
- Opens and closes offices and ensures that keys are in safe custody;
- Supervises the removal of office furniture and equipment from one office to another or to storage area;
- Supervises the removal of furniture to be repaired and their return to the correct office on completion;
- Effects minor repairs to furniture and fixtures in offices;
- Checks bathroom facilities to identify area to be repaired and reports same to the Administrative Services Officer;
- Checks compound to ensure that the premises are swept by groundsmen, and lawns and hedges are maintained;
- Opens offices on weekends, supervises their cleaning and locks securely thereafter;
- Having custody to the elevator emergency key and opens elevator in cases of emergency.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Ensures the welfare and developmental needs of staff in the Branch/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Teamwork and cooperation
- Good problem-solving and decision-making skills
- Good interpersonal skills
- Good leadership skills
- Good people management skills

Technical:

- Ability to execute minor repairs to furniture and equipment
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Dexterity

Minimum Required Qualification and Experience

- Completion of Secondary Level education
- Must be literate.
- Five (5) years' experience

Applications accompanied by résumés should be submitted **no later than Monday, 15th 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

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)