



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 78**  
**OSC Ref. C.4858<sup>47</sup>**

**8<sup>th</sup> February, 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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Agricultural Policy Analyst (GMG/SEG 3) (Vacant) - Policy, Planning and Project Management Division**, salary range \$4,594,306 to \$6,178,830 per annum.
2. **Administrative Assistant (GMG/AM 3) (2 posts) (Not Vacant) - Policy, Planning & Project Management Division**, salary range \$1,984,305 to \$2,668,670 per annum.
3. **Landscape Attendant (LMO/TS 2) (Vacant) - Public Gardens & Zoo Branch**, salary range \$16,481 – 22,166 per week.

**1. Agricultural Policy Analyst (GMG/SEG 3)**

**Job Purpose**

Under the direction and management of the Senior Agricultural Policy Analyst (GMG/SEG 4), the Agricultural Policy Analyst (GMG/SEG 3), is responsible for assisting with the development, review, and analysis of agricultural and fisheries management policies, legislative instruments, standards, procedures, and guidelines relating to Agricultural and Fisheries Management in the GOJ and for contributing to high-quality policy advice on contentious and emerging issues.

**Key Responsibilities**

**Management/Administrative**

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, seminars, workshops, and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Public Policy presentations related to Agricultural and Fisheries Management as needed.

**Technical/Professional**

- Researches, analyses, and develops sound policy submissions and advice to enable informed decision-making on a range of Agricultural and Fisheries matters in the GOJ;
- Proactively identifies and analyses policy options and emerging issues relating to Agricultural and Fisheries Management in the GOJ;
- Provides a range of project management and support services, including preparation of discussion papers, briefs, and project plans, to contribute to the development and delivery of policy initiatives;
- Builds and maintains relationships with key stakeholders, facilitating their engagement in, and contribution to the identification and development of policy solutions to inform policy decision-making;
- Communicates with key stakeholders and co-ordinates working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation;
- Provides expert policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of a range of Agricultural and Fisheries policies to support MDAs.

- Monitors, evaluates, and reports on the development and/or implementation of Agricultural and Fisheries Management policies to identify issues and ensure the achievement of desired outcomes;
- Works with relevant MDAs, industries, and academia to research and understand potential issues in the Agricultural and Fisheries Management Sector(s) in a GOJ context and assesses and supports work by those actors to address these issues;
- Researches and benchmarks GOJ's Agricultural and Fisheries Management Systems, standards, and procedures against other national and international jurisdictions;
- Prepares policy responses for Cabinet or MDAs requesting Agricultural and Fisheries Management information;
- Prepares Cabinet Submissions, notes, correspondence, written reports, publications, and briefs, that are informative and aligned with GOJ requirements, to respond to MDAs and/or GOJ requests;
- Keeps informed of developments in Public Policy, Agricultural, and Fisheries Management issues to help the Ministry operate with initiative and innovation.

#### ***Human Resources***

- Participates in the preparation and implementation of presentations on the role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other duties and functions as may be required from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Strong analytical thinking and judgment skills
- Excellent teamwork and cooperation skills
- Excellent problem-solving and decision-making skills
- Strong leadership skills
- Excellent interpersonal skills
- Strong customer and quality focus skills
- Excellent planning and organizing skills
- Ability to influence and motivate others

#### ***Technical:***

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation.
- Good knowledge of policy evaluation frameworks.
- Good knowledge of Agricultural and Fisheries Management principles and practices.
- Good ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes.
- Good verbal and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm, and accuracy to widely varied audiences.
- A high level of initiative and self-motivation.
- Demonstrated interpersonal and negotiation skills.
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups.
- Familiarity with procedures, policies, and legislation governing the machinery of government.
- Knowledge of the Government processes, including policy development, financial planning, performance management systems, and basic theories, principles, and methods of analysis.
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Policy, Management Studies, Public Sector Management, Public/Business Administration, Agricultural Management or a related discipline.
- Three (3) years' experience in a Public Policy or Public Sector Management environment.

### **Special Condition Associated with the Job**

- Work will be conducted in an office equipped 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.

## **2. Administrative Assistant (GMG/AM 3)**

### **Job Purpose**

Under the direction of the Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5), 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**

#### ***Management/Administrative:***

- 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, coordinating 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;
- Conducts research, collates, sorts, and disseminates information as required;
- Refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes Minutes for circulation;
- 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.
- Strong planning and organizing skills

- Good analytical thinking,
- Excellent teamwork, and cooperation
- Ability to display 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.

**3. Administrative Assistant (GMG/AM 3)**

**Job Purpose**

Under the direction of the Senior Director, Agricultural Economic Planning (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**

***Management/Administrative:***

- 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, coordinating 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.

#### **4. Landscape Attendant (LMO/TS 2)**

##### **Job Purpose**

Under the supervision of the Landscape Supervisor (SOG/ST 3), the Landscape Attendant (LMO/TS 2) provides support in landscape maintenance duties and related activities at the Head Office, within the Public Gardens and on income generating projects for private entities. The duties include ensuring plant growth, cleaning outdoor facilities and trimming overgrown hedges.

##### **Key Responsibilities**

###### ***Technical/Professional:***

- Assists in the development of landscaping plans;
- Performs duties such as cutting grass, raking leaves, laying mulch and other physical activities;
- Assists in cleaning outdoor facilities;
- Propagates and nurtures plants for landscaping purposes;
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders;
- Follows established work zone rotations to accomplish assigned tasks;
- Cleans equipment and tools after use and provides a safe area;
- Acts as a first responder for health and weather-related emergencies;
- Completes cleaning and inventory duties as delegated by the supervisor;
- Maintains all turf and landscape areas as directed by the supervisor;
- Makes the necessary arrangements and preparations for external events;
- Transplants shrubs and plants;
- Mows and trims lawns;
- Weeds areas of the landscape;
- Maintains office plants;
- Undertakes general cleaning (sweeping, washing, raking, etc.) of the grounds;
- Aerates soil and the fertilization of foliage and soil;
- Maintains plants by planting, transplanting, cultivating and irrigating;
- Performs any other related functions assigned from time to time.

##### **Required Knowledge, Skills and Competencies**

###### ***Core***

- Good interpersonal skills
- Good customer and quality focus skills
- Good oral communication skills
- Good written communication skills
- Good use of initiative
- Good teamwork and cooperation
- Good planning and organizing skills

###### ***Technical***

- Knowledge of the operations of the Ministry's policies and procedures
- Working knowledge landscaping and gardening
- Good knowledge of crop mulching and other plant care activities
- Good knowledge of soil fertility
- Ability to operate basic gardening tools

##### **Minimum Required Qualification and Experience**

- NVQJ Level 1 and 2 in General Agriculture/ Horticultural/ Landscape/ Turf Management from Ebony Park or equivalent from Knockalva/Elim.
- At least one (1) year's work experience in gardening.

##### **Special Condition Associated with the Job**

- Required to work under extreme conditions (sun, dust and water) on occasions;
- Exposed to harassment, threats and abuse from hostile persons invading the compound seeking employment, caught stealing or vandalizing property, or from persons where animals are impounded for trespassing and damaging the property of the Branch;

- Exposed to chemicals;
- Required to wear protective gears.

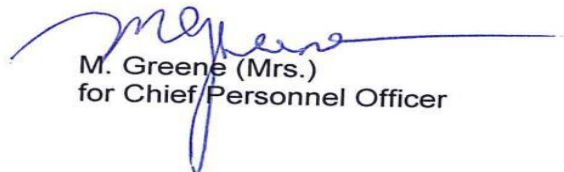
Applications accompanied by résumés should be submitted **no later than Thursday 22<sup>nd</sup> February, 2024 to:**

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