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9th 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 the following **vacant** posts in the **Policy, Planning and Project Management/Praedial Larceny Prevention Co-ordination Division, Ministry of Agriculture, Fisheries and Mining**:

1. **Director, Praedial Larceny prevention Co-ordination (GMG/SEG 4)**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Praedial Larceny Prevention Co-ordinator (GMG/SEG 2)**, salary range \$3,770,761 - \$5,071,254 per annum.

1. Director, Praedial Larceny prevention Co-ordination (GMG/SEG 4)

Job Purpose

Under the direction of the Chief Technical Director – Policy, Planning, and Project Management (GMG/CDT 1), the Director, Praedial Larceny Prevention Coordination (GMG/SEG 4) is responsible for the technical and supervisory direction to the staff of the Praedial Larceny Prevention Coordination Branch and serves as key advisor to the Permanent Secretary, and the Chief Technical Director on Praedial Larceny Prevention matters.

The incumbent is required to plan, organize, develop and administer the Praedial Larceny Prevention Programme island-wide. This involves working closely with the Commissioner of Police and other JCF staff who have responsibility for enforcement activities as well as co-ordinating with other Government Entities, Private Sector Organizations and groups to develop strategies and programmes. The incumbent also liaises with Farmers, and other stakeholder groups to obtain information concerning praedial larceny prevention issues.

Additionally, the incumbent is also required to develop policies, programmes, systems, and procedures and to review and propose amendments to the Praedial Larceny legislative framework.

Key Responsibilities

Management/Administrative:

- Plans, organizes, and manages the work of the Branch, develops work schedules and recommends improved methods and changes as required;
- Develops implements and maintains policies and procedures to guide the work of the Branch;
- Co-ordinates and develops a comprehensive Annual Work Plan to reflect the programmes projects, activities, targets, objectives, timelines and Budgets for development and implementation;
- Prepares Status, Situational and other Reports, Briefs and Papers as required;
- Co-ordinates responses to external requests for information and provides advice to internal and external stakeholders on Praedial Larceny matters as required;
- Monitors and evaluates plans and programmes to ensure that objectives are met and that ameliorative actions are taken as required;
- Provides advice/guidance to staff in the interpretation and application of Government policies, rules and regulations;
- Liaises with the Directors and staff in other Ministries, Agencies and Departments regarding programmes, legislation and other related issues;
- Represents the Ministry/Branch at meetings, seminars, workshops and other fora.

Technical/Professional:

- Conducts research, collates and analyses data and writes reports on findings;

- Reviews the legislative framework and provides recommendations for amendments to existing Laws/creation of new Laws;
- Reviews information on research imperatives for praedial larceny such as the social aspects and impact on the economy, livelihoods, and develops strategies for implementation;
- Reviews the legislative framework and provides recommendations for stiffer penalties for perpetrators;
- Collaborates with Private and Public Sector groups to form partnerships and linkages and to obtain resources/sponsorships for the advancement of the Praedial Larceny Prevention Programme, for example the Jamaica Eye, and other surveillance systems/programmes;
- Develops and conducts risk and trend analyses on praedial larceny to inform policy decisions;
- Establishes and streamlines linkages with stakeholder entities such as the Public Health Department, Abattoirs and Ports to strengthen mechanisms against praedial larceny;
- Directs the orderly and timely flow of information on the work of the Branch for the Chief Technical Director, and other internal and external stakeholders;
- Manages the collaboration with the Ministry of National Security and other key stakeholders in instituting systems, mechanisms and procedures generally for controlling/reducing Praedial Larceny;
- Directs the intelligence gathering apparatus with the Ministry of National Security (MNS), RADA and other key stakeholders;
- Participates in collaborative efforts with the Security Forces in creating and executing appropriate law enforcement responses to Praedial Larceny offences, especially along major corridors and public places;
- Oversees the strategic framework and structure for Steering Committees to plan and direct programmes and activities;
- Oversees the design, development and implementation of technological solutions to support and sustain prevention strategies against Praedial Larceny;
- Directs the public education/relations programmes to improve the information on the adverse impact of Praedial Larceny thieves on farming communities and overall GDP;
- Documents information for joint operations to bring persons to justice;
- Develops and establishes a system to determine the economic loss of livestock and other produce due to Praedial Larceny activity;
- Liaises with the JCF to determine farming communities with the highest and lowest;
- Praedial Larceny activity, and identifies targets for areas of greater concentration of resources;
- Collaborates with relevant Agencies of Government to expedite legislative amendments relating to Praedial Larceny;
- Designs, develops, implements and manages a sensitization programme for the Police Force and the judiciary to build awareness about the seriousness of Praedial Larceny;
- Oversees the development of brochures, posters, slides and other informational material;
- Collaborates with RADA in instituting a system to mobilize farmers to provide intelligence on criminal activities;
- Leads the resurrection of the Praedial Larceny Prevention Committee with a renewed focus appropriately dispersed towards farmers and fisher folk;
- Leads and directs efforts at resuscitating the Agricultural Wardens Programme;
- Leads the process of engaging with various stakeholders in designing a robust public awareness programme against praedial larceny and farm theft;
- Oversees and manages the designing of public awareness campaigns promoting zero tolerance to Praedial Larceny;
- Collaborates with the Security Forces and other stakeholders in building an intelligence-gathering apparatus;
- Collaborates with RADA and the Security Forces in instituting systems to mobilize Fisher folk as part of the drive against Praedial Larceny;
- Collaborates with the Jamaica Constabulary Force in building capacity to treat with praedial larceny prosecutions including case management and witness care.
- Collaborates with the Jamaica Constabulary Force and STATIN to provide a robust system of collecting and analysing data relating to Praedial Larceny initiatives, offences, and related subjects;
- Establishes and institutes a system, confidential to a narrow group of people, for the provision of incentives for information leading to the conviction of Praedial Larceny thieves;
- Builds, cultivates, and maintains relationships with community leaders to maximize community awareness coverage;
- Collects data and statistics, develops and maintains crime trends and disseminates data and information to various stakeholders;

- Partners with the Ministry of National Security (MNS) to institute a system to empower individuals to arrest suspected Praedial Larceny thieves;
- Oversees the design of a traceability system (from farm to fork) for agricultural produce;
- Co-ordinates work to enact legislation to forfeit the assets of Praedial Larceny thieves and their accomplices.

Human Resource:

- 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;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements, in collaboration with the Human Resource Division, a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development 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;
- Performs any other related duties that may be assigned from time to time by the Chief Technical Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent networking and negotiating skills
- Excellent oral and written communication skills
- Excellent presentation skills
- Excellent leadership and people management skills
- Excellent strategic vision skills
- Excellent research and analytical thinking skills
- Excellent planning and organizing skills
- Strong conceptual and creative skills
- Strong change management skills
- Excellent teamwork and co-operation skills
- Excellent problem-solving and decision-making skills
- Highly developed interpersonal and influencing skills
- Ability to coordinate advocacy efforts and to defend and explain complex issues
- Ability to observe and maintain confidentiality in the performance of duties
- Demonstrated ability to build partnerships and manage partners

Technical:

- Sound knowledge of the Praedial Larceny Act and relevant legislation and policies
- Good knowledge of writing reports, briefs, submissions and papers
- Good knowledge of Data Analysis
- Knowledge of statistical and mathematical principles
- Must possess good numerical and analytical skills
- Knowledge of research methodologies
- Knowledge of public relations and communication strategies
- Knowledge of Change Management principles and procedures
- Knowledge of strategic and operational planning and management
- Working knowledge of management and development
- Knowledge of the policies and procedures of the MOAF
- Knowledge of Government regulations, policies and procedures
- Proficient in the use of the relevant Computer Applications

Minimum Required Qualification and Experience

- Master's Degree in Sociology, Business Administration, Law, Government, or related disciplines;
- Sound knowledge of the Agricultural Sector would be an asset;
- Three (3) years' managerial experience in a related field.

OR

- Bachelor's Degree in Sociology, Public Policy and Management, Management Studies, or related disciplines;
- Sound knowledge of the Agricultural Sector would be an asset;
- Five (5) years' experience in a related field.

Special Condition Associated with the Job

- Travelling island wide;
- May be required to work on weekends and public holidays.

2. Praedial Larceny Prevention Co-ordinator (GMG/SEG 2)**Job Purpose**

Under the direction of the Director, Praedial Larceny Prevention Coordination (GMG/SEG 4), the Praedial Larceny Prevention Co-ordinator (GMG/SEG 2) is responsible for the planning, organizing, directing, controlling and executing all Praedial Larceny activities island-wide. The incumbent will also review and propose amendments to the Praedial Larceny Laws as well as identify factors and implement measures to make communities more resilient to Praedial Larceny.

Key Responsibilities***Management/Administrative:***

- Prepares Work Plan consistent with scope of work;
- Prepares and submits reports;
- Develops the Units Strategic Plan and Budget;
- Attends meetings;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Represents the Ministry/Unit at meetings, seminars and workshops related to Praedial Larceny;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

Technical/Professional:

- Undertakes research and distributes information to the relevant officers.
- Collaborates with the Ministry of National Security and other key stakeholders in instituting systems and procedures generally for controlling/reducing Praedial Larceny;
- Liaises with the Ministry of National Security (MNS), RADA and other key stakeholders in intelligence gathering;
- Plans and executes joint operations with the Police to bring persons to justice;
- Develops and establishes a system to determine the economic loss of livestock due to this activity;
- Designs and implements successful strategies to combat the problem;
- Liaises with the JCF to determine farming communities with the highest and lowest Praedial Larceny;
- Reviews and proposes amendments to the Laws that govern Praedial Larceny (The Praedial Larceny Prevention Act and Agricultural Produce Act);
- Collaborates with relevant Agencies of Government to expedite amendment of Legislation relating to Praedial Larceny;
- Develops and manages a sensitization programme for the Police Force and the judiciary to build awareness about the seriousness of Praedial Larceny;
- Collaborates with RADA in instituting a system to mobilize farmers to provide intelligence;
- Establishes and institutes a system for the provision of incentives confidentially for information leading to the conviction of Praedial Larceny thieves;
- Partners with MNS to institute a system to empower individuals to arrest suspected Praedial Larceny thieves;
- Assists in designing a public awareness campaign promoting zero tolerance to Praedial Larceny;
- Participates in the design of a traceability system (From farm to fork) for agricultural produce;
- Co-ordinates work to enact legislation to forfeit the assets of Praedial Larceny thieves and their accomplices;

- Develops and establishes a system to spot check legitimacy of the source of produce sold by market vendors;
- Develops and implements personalized Farmers' Receipt Book;
- Conducts public relations programme to adverse impact of Praedial Larceny thieves on farming communities and overall GDP;
- Establishes a strategic framework and structure with a Steering Committee to plan and direct programmes and activities;
- Co-ordinates the design and development of technology solutions to support and sustain prevention strategies

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Goals/Results oriented
- Good planning and organizing skills
- Integrity
- Good analytical thinking skills

Functional/Technical:

- Working knowledge of project management
- Knowledge of the operations of Government
- Knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications
- Applicable knowledge of the Praedial Larceny Act

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, with Economics, Sociology, Law, Criminology or other fields with ten (10) years' experience at senior level;
- Public Sector and Paralegal experience would be assets.

Special Conditions Associated with the Job

- Scope of work can be stressful;
- May be required to work on weekends and public holidays.

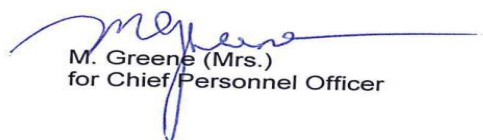
Applications accompanied by résumés should be submitted **no later than Friday 23rd February, 2024 to:**

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

Email: jobopportunities@moa.gov.jm

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