



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 102**

### **OSC Ref. C.4858<sup>48</sup>**

21<sup>st</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 be assigned to/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Regional Rural Planner (SOG/ST 8) (Not Vacant)** in the **Agricultural Land Management Division**, salary range \$6,820,273 – \$9,172,509 per annum.
2. **Data Collection Officer (SOG/ST 3) (Vacant) - Agricultural Marketing Information and Incentives Branch (AMIIB) - Trelawny/St. Elizabeth**, salary range \$1,984,305 - \$2,668,670 per annum.

#### **1. Regional Rural Planner (SOG/ST 8)**

##### **Job Purpose**

Under the direction of the Senior Director, Agricultural Land Management Division, the Regional Rural Planner co-ordinates, manages and provides professional, technical advice and guidance on Agricultural Land Use Planning, Land Management and Land Resource Protection in the specified Region. The incumbent is also responsible for writing complex reports on investigations and analyses.

##### **Key Responsibilities**

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

- Examines proposals from internal and external clients and co-ordinates responses or action to be taken;
- Manages adherence to laws, regulations, permits and agreements governing all areas of work;
- Plans, schedules and leads field visits and manages investigations;
- Supervises a team of multi-disciplinary Officers engaged in sustainable Agricultural Land Management activities for the specified Region and co-ordinates the work of the Region;
- Participates in the development of Budgets and Corporate, Operational and Work Plans;
- Implements strategies for conflict resolution and good time management;
- Investigates enquiries related to land use change;
- Prepares reports.

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

- Exercises responsibility for the collection, processing and interpretation of land use data;
- Develops request services based on demand surveys; reviews current trends and developments in Agricultural Land Management and conceptualizes new projects and programmes as required;
- Analyzes recommendations on the proposed uses of agricultural land, for adherence and compliance with MOAF's goals and objectives;
- Recommends mitigation measures;
- Approves application and/or proposes conditions for permit;
- Conducts research on agricultural land use trends and land use management issues;
- Undertakes related research and co-ordinates Technical Planning Programmes for the Soils and Land Resource Assessment Programmes in the Region;
- Establishes guidelines for GIS data quality and standards and ensures their alignment to international quality guidelines;
- Collaborates with tertiary institutions and Government/Agencies to develop and deliver training programmes and presentations;
- Conducts overlay analyses, develops research proposals and formulates technical documents and reports as required;
- Collaborates with the local and national planning Agencies to establish more effective guidelines for the improvement in processing development projects;
- Collaborates with other local planning Organizations in the planning of rural development projects in the Region;
- Identifies and develops new business strategies to advance the mandate of the Division;

- Participates in the development and delivery of in-house training programmes;
- Writes feasibility studies, land evaluation assessments, crop suitability and other agricultural land management reports;
- Attends meetings, conferences and seminars and provides professional staff support to Agricultural and Planning Committees and formulates related proposals and technical reports;
- Defines areas of responsibility and authority and lines of communication and establishes performance standards to improve operations and increase productivity;
- Assigns work, determines priorities and advises on methodology and work procedures;
- Liaises and maintains interaction with stakeholders including NEPA, Local Planning Authority, RADA, NLA, etc.

***Human Resource:***

- 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 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;
- 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 Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong leadership skills
- Ability to work in teams
- Excellent oral and written communication skills
- Excellent problem-solving skills and decision-making skills
- Ability to work on own initiative
- Good interpersonal skills
- Integrity
- Good people management skills
- Good conflict management
- Good customer and quality focus skills

***Technical:***

- Good knowledge of Government policies and procedures
- Knowledge of Budgeting and Operational Plans
- Good knowledge of the principles and practices of agricultural resource protection and agricultural land use planning
- Good knowledge of land use development review techniques and the development approval process, agricultural land resource management, development planning models and the social factors impacting on agricultural lands
- Good knowledge of the policies, laws and other regulations governing land use in Jamaica
- Working knowledge of modern and developing planning techniques such as GIS and satellite remote sensing
- Some knowledge of soils, soil fertility and crop selection
- Good technical writing skills
- Ability to develop and deliver training programmes
- Knowledge of the relevant computer applications

**Minimum Required Qualification and Experience**

- Master of Science Degree in Agriculture, Planning, Rural Development, the Social Sciences Environmental Science or a related discipline;
- Three (3) years related experience;

**OR**

- Bachelor of Science Degree in Agriculture, Planning, Rural Development, the Social Sciences, Environmental Science or a related discipline;
- Five (5) years related experience.

### **Special Conditions Associated with the Job**

- Extensive travelling island wide;
- Exposure to insects and natural hazards on field trips.

## **2. Data Collection Officer (SOG/ST 3)**

### **Job Purpose**

Under the supervision of the Regional Data Collection Officer (SOG/ST 5), the Data Collection Officer (SOG/ST 3) is responsible for the collection and recording of socio-economic and other related data for the Ministry.

Responsibility is also exercised for the provision of technical support for the Ministry's Data Management Programme thereby ensuring that information flows timely and securely to internal and external stakeholders.

### **Key Responsibilities**

- Writes Monthly, Quarterly and Annual Reports;
- Participates in the evaluation of equipment and supplies for the Data Management Programme;
- Participates in the conduct of data collection training for staff;
- Participates in the development of techniques and strategies for quality data collection;
- Collates and records information relevant to the Ministry from industry stakeholders and other sources;
- Conducts field visits to determine production in specified areas and records findings;
- Undertakes field visits to ascertain the level of domestic agricultural production in specified areas and records findings for review at the Quarterly Crop/Revision;
- Participates in meetings with RADA Extension Officers and Statisticians;
- Records on a regular basis fisheries statistics to determine volume of fish sizes, crew manning boats and fishing vessels and the prices of fish;
- Engages in crop cutting experiments for measuring yield by attending and engaging in cutting and weighing/measuring exercises and recording results with accuracy;
- Collects data for agricultural surveys and censuses;
- Monitors the performance of specialized farms by identifying the areas in which data is required, selecting the farms from which data will be gathered and ensuring full co-operation from owner/operator.
- Participates in the accurate recording of climatic and ecological factors which influence production yields and incidents of pests and disease infestation;
- Collects wholesale and retail prices of agricultural inputs;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good interpersonal skills
- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills
- Integrity
- Ability to work on own initiative
- Good impact and influencing skills

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

- Good knowledge of the policies and procedures of the Ministry
- Good knowledge of Public Sector regulations and guidelines
- Sound knowledge of Data Collection methods
- Good report writing and presentation skills
- Working knowledge of modern Database and Information System Management
- Proficiency in the use of relevant computer operations

**Minimum Required Qualification and Experience**

- Diploma in Natural or Social Sciences or a related discipline;
- Two (2) years' experience in the data collection field.

**Special Conditions Associated with the Job**

- Position involves extensive fieldwork including visiting farms and agricultural organizations;
- Duties are performed with some adverse conditions such as hilly terrain, poorly maintained roads and encountering hostile individuals.

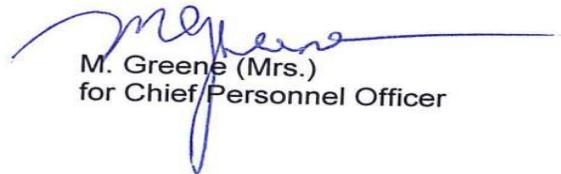
Applications accompanied by résumés should be submitted **no later than Tuesday, 5<sup>th</sup> March, 2024 to:**

**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