



Office of the Services Commissions

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CIRCULAR No. 153 **OSC Ref. C. 4858⁴⁸**

10th April, 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 **Principal Research Director (SOG/ST 10)** in the **Research and Development Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$9,401,821 – \$12,644,404 per annum.

Job Purpose

Under the direction of the Chief Technical Director (GMG/CTD 1), the Principal Research Director (SOG/ST10), is responsible for the overall planning, directing, co-ordination, supervision and management of the Research and Development Division including four (4) Agricultural Research Stations. The incumbent is responsible for the monitoring and implementation of agricultural policies, programmes and projects.

Key Responsibilities

Technical/Professional:

- Evaluates the Research and Development activities to ensure that they are relevant and cost effective;
- Develops guidelines and priorities for crops, livestock and plant protection activities;
- Prioritizes technical advice to the Chief Technical Director, Permanent Secretary and Minister of Agriculture;
- Oversees the development of research, technical papers and a variety of documents and directs and manages the development of methodologies and strategies for research and development;
- Develops collaborative programmes and projects with local and international agencies.

Management/Administrative

- Participates in the Ministry's strategic planning and develops the Research and Development component of the strategic plan;
- Co-ordinates the development of operational plans and budgets for the Division, and monitors the implementation of these plans and budgets to ensure that the Division's work is carried out according to plan and within budget and that the agreed targets are met;
- Develops priority settings for the Division;
- Provides guidance and framework for the development of agricultural research projects, programmes and their implementation;
- Co-ordinates and monitors the operations of four (4) Research Stations and reviews and approves the setting of objectives and goals and ensures the achievement targets;
- Collaborates with local, regional and international organizations on matters relative for the improved conduct of research and development;
- Represents the Ministry and Government of Jamaica at International Conferences, Seminars and Workshops;
- Evaluates the capacity of the Division to effectively manage the animal and plant genetic resources within its portfolio and makes recommendations where necessary.

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 attaining 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;
- Collaborates with the Human Resource Division in developing and implementing a succession planning programme for the Division/Unit to facilitate continuity and availability of required skills and competencies to meet the needs of the Unit;

- Provides leadership and guidance to direct reports through effective planning, delegating, 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;
- Any other related duties as directed by the Permanent Secretary and the Chief Technical Director.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills;
- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Good presentation skills;
- Good problem solving and conflict management skills;
- Excellent customer and quality focus skills;
- Strong integrity;
- Ability to Manage the client interface;
- Ability to Manage external partners

Technical:

- Excellent knowledge of Ministry's policies and procedures;
- Proficiency in the use of relevant computer;
- Sound knowledge of topical issues in agriculture, agriculture economics and cutting-edge technology in agricultural research and development;
- Technical, business and scientific writing skills;
- Knowledge of Programme Budgeting and Financial Management

Minimum Required Qualification and Experience

- M. Sc. or Ph.D Degree in Agriculture or a related discipline.
- A minimum of ten (10) years, research experience at Senior Management level or Head of a Research Department of a University, Government or other recognized research institution, as well as completion of substantial projects and publications.

Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd April, 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)**