



Office of the Services Commissions

(Central Government)

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9th May, 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 **Ministry of Agriculture Fisheries and Mining**:

1. **Agribusiness Development and Logistics Officer (GMG/SEG 2) - Agricultural Marketing Information and Incentives Branch**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Field Assistant (SOG/ST 2) - Research and Development Division, (Bodles Old Harbour, St. Catherine)**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Farm Hand (LMO/TS 1) - Research and Development Division, Operations Unit**, salary range \$18,647 - \$25,078 per week.
4. **Driver (LMO/DR 1) - Research and Development Division**, salary range \$18,647 - \$25,078 per week.

1. Agribusiness Development and Logistics Officer (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Director, Agribusiness, Market Distribution and Logistics (GMG/SEG 3), the Agribusiness Development and Logistics Officer (GMG/SEG 2), will assist in identifying, designing and developing activities to support and strengthen the agricultural value chains, by analyzing the agricultural landscape for potential agribusiness development; and providing support to relevant stakeholders through their producer organizations, community groups and value chain enterprises, and establishes Public/Private Sector market linkages.

The incumbent will support the achievement of agricultural production and the agro-industry objectives, by supporting the efforts to increase and improve linkages between farmer groups, business service providers such as micro-finance institutions, Government and the Private Sector; and managing the monitoring and evaluation component.

Key Responsibilities

Management/Administrative:

- Represents the Ministry on various Boards, national and international organizations;
- Represents the Ministry at meetings, conferences, workshops and seminars;
- Provides administrative support to ensure smooth operations of agribusiness entities;
- Assists in the development of objectives, work schedules and plans for performing the duties of the Section;
- Maintains customer service principles, standards and measurements;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and Organization's goals;
- Reports prepared and submitted.

Technical/Professional:

- Acts as an intermediary between primary producers and agribusiness entities, in providing information to stakeholders regarding emerging trends and in-demand markets for potential development and strengthening;
- Analyses market surveys and the agricultural landscape to identify areas for sound investment opportunities;
- Develops detailed Monitoring and Evaluation system to measure profitability and relevant business indicators of targeted value chain enterprises;
- Disseminates information at all levels of the value chain to improve production and investment opportunities;
- Monitors the M&E indicators and documents key qualitative and quantitative changes;
- Ensures that Work Plan activities are consistent with the Unit's project objectives;

- Identifies markets and supply chain relationships, focusing on market opportunities and sustainable, demand-driven, solutions;
- Develops, executes and facilitates training for entrepreneurs, ensuring all training materials meet branding, marking, and gender requirements;
- Provides technical support for the establishment of a value chain database to keep farmers, consumers and buyers informed of emerging trends in the market for various agro-industrial products and commodities;
- Builds strong stakeholder relationships with key contacts (internal and external);
- Understands the target markets, including industry, company, projects, company contacts, and which marketing strategy can be used to attract clients;
- Attends industry functions such as association events and conferences, and provides feedback and information on market and creative trends;
- Deals with and contacts exporters and logistics to facilitate exports of new produce/products;
- Develops strategies emerging from feedback received to enhance service delivery to stakeholders or mitigate against risks affecting or to affect primary producers.
- Develops and manages special projects as required, including research assignments and presentations for marketing and communication, go-to markets and business development initiatives;
- Develops, manages and executes events/tradeshows, and takes part in public speaking engagements to create business development and networking opportunities;
- Monitors incoming communications and leads for the agriculture sector;
- Participates in and assists with proposals, identifies key concepts to be highlighted and presented to potential clients;
- Provides technical support to the various stakeholders in the value chain and logistics sector;
- Assists in the development of promotional plans for various stakeholder groups relating to new and emerging market trends;
- Monitors projects targeting agribusiness and rural development;
- Recommends improvement in the industry and service;
- Analyses data mapping information to inform policy direction and initiatives;
- Assists in the preparation of Briefs for Minister;
- Performs any other related duties/functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills;
- Good leadership skills;
- Good interpersonal skills;
- Good teamwork and co-operation skills;
- Good customer and quality focus skills;
- Good planning and organizing skills;
- Ability to manage the client interface and external relationships;
- Goal/results oriented.

Technical:

- Knowledge of agricultural production systems and agricultural value chain activities;
- Demonstrated knowledge of the latest developments in advancing best practices in value chain development and present value chain approaches;
- Ability to successfully implement programmes aimed at increasing the inclusiveness of value chains;
- Excellent critical thinking skills and sound judgment;
- Good negotiating skills;
- Good report writing skills;
- Excellent knowledge of the Ministry's policies and procedures;
- Excellent presentation skills;
- Proficiency in the use of relevant computer applications;
- Excellent research skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Logistics and Supply Chain Management/Management Studies/Business Administration/Agriculture/Economics and/or related Natural/Social Sciences field;
- Two (2) years of progressive responsible experience in production, post-harvest handling and marketing, working with national-level stakeholders, Private Sector Organizations/

non-government organizations, with at least one (1) years' experience at the supervisory level;

- A background in Agriculture would be an asset.

Special Condition Associated with the Job

- Extensive travelling island wide.

2. Field Assistant (SOG/ST 2)

Job Purpose

Under the supervision of the Farm Manager (SOG/ST 5), the Field Assistant (SOG/ST 2), is responsible for assisting with the supervision and control of programmes for the establishment and maintenance of experimental plots, orchards, plant multiplication and demonstrations.

Key Responsibilities

Technical/Professional:

- Assists with the preparation of work programmes;
- Assists with the implementation of work programmes;
- Assists in the layout, staking and labelling of plots/land for experimental treatments
- Supervises activities related to the establishment, cultivation, transplanting, disease and pest control, care and general maintenance of cutting, seedling, plants;
- Attends meetings, seminars and workshops;
- Assists with the measuring of task and calculating payments;
- Inspects work in progress to ensure compliance with approved standards and guidelines.

Management/Administrative:

- Prepares and submits monthly reports;
- Prepares and submits fortnightly pay bills;
- Issues items from stores;
- Provides guidance and assistance to field staff;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Good people management skills;
- Teamwork and co-operation;
- Customer and quality focus;
- Compliance;
- Good problem-solving skills.

Technical:

- Sound knowledge of farm practices and techniques;
- Ability to read and layout experimental plots;
- Proficiency in the use of relevant computer applications;
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Level 2 certification from the National Council of Technical and Vocational Training (NCTVET);
- One (1) year related work experience.

OR

- Graduate from an Agricultural Technical School;
- Two (2) years' related work experience.

Special Conditions Associated with the Job

- Exposure to agricultural chemicals;
- Extended hours outdoors;
- Ability to lift 22 kg.

3. Farm Hand (LMO/TS 1)

Job Purpose

Under the supervision of the Field Assistant (SOG/ST 2), the Farm Hand (LMO/TS 1) is responsible for using and maintaining all 2-stroke equipment.

Key Responsibilities

- Establishes and maintains pastures and fodder banks;
- Maintains gardens and grounds around the offices;
- Maintains equipment;
- Transfers goods, materials and livestock to required areas;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Basic oral and written communication skills;
- Good customer relations and quality focus skills;
- Good teamwork and co-operation skills;
- Basic reasoning and problem-solving skills.

Technical:

- Proficient in the use of 2-stroke equipment (chain saw, mist blower etc.);
- Knowledge of the Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Completion of Secondary Level education;
- Six (6) months related experience.

Special Conditions Associated with the Job

- Extended exposure to natural environmental conditions such as sun, heat, wind and dust etc.;
- Exposure to livestock hazards including potentially zoonotic parasites;
- May be required to do heavy lifting not exceeding fifty (50) pounds.

4. Driver (LMO/DR 1)

Job Purpose

Under the supervision of the Operations Manager (SOG/ST 6), the Driver 1 (LMO/DR 1) is responsible for ensuring that the assigned vehicle is properly maintained and utilized in the delivery of mails, goods, plants and livestock on behalf of the Division; transport staff to and from assignments and conduct routine daily/weekly maintenance of the vehicle.

Key Responsibilities

- Prepares and submits reports on all accidents;
- Transports and delivers mails to various institutions/locations;
- Transports staff, goods, materials, plants and livestock for the Division islandwide;
- Collects and signs for fuel/oil, where necessary, accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;

- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools and jack are in place and ensures that any punctured tyre on the unit is changed before driving the Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage to the Operations Manager promptly;
- Assists with mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Maintains logbook for motor vehicle and signs off on all fuel received;
- Ensures that motor vehicle is serviced and in proper working condition;
- Ensures that motor vehicle is efficiently utilized on a daily basis.

Other:

- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties, which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Good oral and written communication skills;
- Good time management skills;
- Good problem-solving skills;
- Good customer and quality focus;
- Good interpersonal relationship skills;
- Teamwork and co-operation;

Technical:

- Excellent defensive driving skills;
- Proficient in basic mechanics;
- Knowledge of basic motor vehicle maintenance;
- Knowledge of the operation of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Completion of Secondary level education;
- Possession of a General Driver's License;
- Approval to operate motor vehicle from D.E.M.S.;
- Three (3) years' experience in a similar position;
- Ability to read and write legibly.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd May, 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**