



Office of the Services Commissions

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CIRCULAR No. 391 **OSC Ref. C. 4858⁵⁰**

27th September, 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 the posts of **Data Collection Officer (SOG/ST 3) – (Not Vacant)** in the **Agricultural Marketing Information and Incentives Branch (St. Andrew and St. Thomas), Ministry of Agriculture, Fisheries and Mining**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the supervision of the Regional Data Collection Officer, the Data Collection Officer 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;
- Good 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 Thursday, 10th October, 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**