



Office of the Services Commissions

(Central Government)

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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. **Principal Director, Agricultural Economic Planning and Policy Development (GMG/SEG 6) (Not Vacant) - Policy, Planning and Project Management/Agricultural Economic Planning and Policy Development Division**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Senior Human Resource Officer (GMG/SEG 1) (Vacant) - Human Resource Management and Development/Human Resource Management/Employee Benefits Division**, salary range \$3,501,526 - \$4,709,163 per annum.

1. Principal Director, Agricultural Economic Planning and Policy Development (GMG/SEG 6)

Job Purpose

Under the general direction of the Chief Technical Director, Policy, Planning and Project Management, the Principal Director, Agricultural Economic Planning and Policy Development, oversees and directs the operations and staff of the Agricultural Economic Planning and Policy Development Branch. This involves developing, managing, and implementing plans, programmes and other activities of the following Sections Agricultural Economic Planning, Agricultural Policy Development and Evaluation, and Trade in Agriculture.

The incumbent also actively leads and influences the implementation of Corporate and Operational Plans in order to achieve the strategic objectives of the Ministry. This is achieved through strategic leadership, management and technical oversight, and involves coordinating the work of the Branch to ensure effective facilitation of consensus decision-making, strategic thinking and team building, as well as developing policies to ensure the efficient management and development of the Branch.

Additionally, the Principal Director provides high-quality technical advice, technical briefs and papers for submission to the Permanent Secretary and Minister on matters relating to the Branch's portfolio.

There is also a requirement for the incumbent to represent the Branch and Ministry at meetings, seminars and conferences and to participate in negotiations with Bilateral and Multilateral Organizations and at other fora, as well as to create strategic linkages with local and international stakeholders.

Key Responsibilities

Management/Administrative:

- Establishes priorities, develops long-range plans and provides the overall vision and leadership for guiding staff;
- Provides direction and leadership to staff and oversees and manages the Branch's operations and activities;
- Creates the policy, planning, management, and research framework to promote and incorporate the use of best practices;
- Develops plans, programmes, projects and activities to facilitate the efficiency and effectiveness of the Branch;
- Develops the Strategic, Corporate and Operational plans and appropriate budgets, and manages funds required for various programmes/projects managed by the Branch;
- Ensures that the administrative systems and procedures are in place to facilitate the smooth operations of the Branch;

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- Examines reports, briefs and assignments submitted by officers, advises on courses of action to be taken and formulates recommendations and directions for implementation;
- Prepares monthly, quarterly, annual, situational and status briefs, technical papers and reports;
- Liaises with representatives in Ministries, Agencies, Departments and Private Sector organizations and other relevant stakeholders to share information on related portfolio issues.

Technical/Professional:

- Provides strategic direction, management and leadership for the staff of the Division;
- Provides technical and policy advice to the Permanent Secretary and Minister;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, budget); ensures the integration of these plans and their consistency with the government's strategic objectives strategic thrust of the Ministry and the effective collaboration with other MDAs;
- Manages and monitors the alignment of planning activities with the overall strategic thrust of the ministry and the effective collaboration with other MDAs;
- Initiates and co-ordinates the development of new policies to support the work of the Ministry;
- Oversees the conduct of empirical analyses and examination of macro-economic indicators to provide scientific bases for the planning process;
- Co-ordinates the development of plans, policies, programmes and strategies for the Agricultural Sector;
- Directs and monitors the development and evaluation of projects;
- Co-ordinates national, regional and bilateral technical assistance and participates in negotiations with international agencies for project funding and other partnership arrangements;
- Oversees the development and maintenance of a comprehensive data management system to facilitate the collection, analysis and dissemination of information;
- Monitors market research activities relating to domestic and export marketing of Agricultural products; ensuring that there is close collaboration between Market Research and Agricultural Business Units;
- Co-ordinates the monitoring of operations of Agencies falling under the aegis of MOAF to ensure compliance with the relevant statutes and regulations;
- Forecasts and analyses external variables of strategic importance to the Ministry and ensures their integration into the planning process;
- Ensures supporting legislative changes are identified and referred to the relevant authorities for action;
- Scans continuously the internal and external environment to identify opportunities for programmes and projects, which will assist the Ministry to effectively achieve its long and short-term objectives;
- Co-ordinates all national, regional and bi-lateral technical assistance, and ensures effective collaboration with other Ministries/Agencies for project development and implementation
- Establishes policies and procedures for the development and evaluation of projects undertaken by the Ministry, and ensures that the reporting requirements of all stakeholders/partners are reviewed and approved;
- Adopts a proactive approach to highlighting and initiating corrective action in cases where the achievement of project objectives may be negatively affected;
- Co-ordinates with the Ministry of National Security and other stakeholders in the implementation of systems and programmes for controlling/reducing the incidence of Praedial Larceny.

Economic Planning and Policy Development:

- Leads the Ministry's planning functions, ensuring consistency with other management processes, such as performance monitoring, project development and management reporting;
- Oversees the implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, budget);
- Assesses and ensures the strategic congruence of the Ministry's various plans and programmes with the Government's strategic objectives;
- Forecasts and analyzes external variables of strategic importance to the Ministry, and uses the information gleaned to improve the planning process and, ultimately, the Ministry plans

- Ensures that the Strategic Business and Operational Plans of the Ministry and its Departments and Agencies are in alignment with the Vision 2030 framework and any other short, medium and long-term policy documents;
- Oversees the assessment of plans from Departments and Agencies for conformity/congruence with established policies, directives and overall strategic objectives of the Ministry;
- Contributes to, and ensures effective co-ordination of the formulation and implementation of policies, ensuring adequate analysis of the financial, economic and social benefits of policy recommendations;
- Oversees the reviewing of policies to determine effectiveness and relevance, and makes recommendation, where necessary, to ensure alignment with the Ministry's strategic objectives;
- Reviews existing policies and makes recommendations for policy changes, where necessary, to maintain currency and relevance to the strategic objectives of the Ministry;
- Leads the development of new policies to support the work of the Ministry,
- Examines consistently the local, regional and international environment and makes recommendations for policy review/development, where necessary, to support the Agricultural Sector;
- Ensures close collaboration with the legal services portfolio within the Ministry, to ensure that legislations are developed and/or amended to support the plans, policies and projects of the Ministry.

Agricultural Policy Development and Evaluation:

- Leads and oversees the technical responses to requests for comments on policy proposals from various Government entities;
- Provides oversight for the implementation of policies, sector strategies and priority programmes;
- Leads the development and evaluation of commercial policies for Agencies under the purview of the Ministry;
- Oversees the development and evaluation of performance indicators and programme evaluation criteria and methods to track policy impact;
- Directs the implementation of policy in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks;
- Leads the review of Cabinet Memoranda and Policy Papers on relevant ministry's policy issues;
- Forecasts, analyses, and interprets the effects of policy proposals and amendments on government and ministry initiatives;
- Provides oversight and direction for the monitoring, evaluation and reviewing of operations of the Agencies under the purview of the Ministry of Agriculture, Fisheries and Mining;
- Analyzes mission-critical areas of Agency Boards, Agencies/Public Bodies and makes recommendations for strengthening;
- Reviews and evaluates Acts, Statutes, Regulations, Orders and Rules governing the Agencies/Departments under the Ministry's purview.

Trade in Agriculture Unit:

- Oversees the co-ordination of projects and programmes to enhance International Trade negotiations and agreements for the Agricultural Sector;
- Oversees and provides recommendations for activities associated with the implementation of trade agreements in agriculture;
- Oversees reviews and provides recommendations on the country's obligations to the WTO and other International Bodies.

Human Resource Management:

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of high-level staff for the Branch and recommends, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Ministry;
- Approves/administers disciplinary action in keeping with established human resource policies and guidelines;
- 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.

- Collaborates with the Human Resources Unit to develop and implement a Succession Planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Ensures that the welfare needs of staff at the Division are clearly defined and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the objectives of the Division;
- Performs any other related duties that may be assigned by the CTD and the Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Excellent negotiating and presentation skills
- Excellent conceptual and listening skills
- Excellent team building and social skills
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent analytical skills
- Goal/results oriented
- Strong customer and quality focus skills
- Excellent problem-solving and decision skills
- Excellent planning and organizing skills

Technical:

- Good cartographic (map reading) skills
- Good knowledge of GIS and related applications and remote sensing techniques
- 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 development approval process, agricultural land resource management, development planning models and the social factors impacting on the use of agricultural lands
- Knowledge of relevant computer applications
- Good knowledge of soil sampling techniques and fertility management

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Policy/Administration/Public Management, Business Administration or equivalent qualifications;
 - Supervisory/Management training;
 - Training in Project Management;
 - Six (6) years' experience in a comparable working environment.
- OR**
- Bachelor of Science Degree in Management, Business, Economics Agriculture or equivalent qualifications in a related discipline;
 - Supervisory/Management training;
 - Ten (10) years overall experience in a comparable working environment

Special Conditions Associated with the Job

- Required to work beyond normal working hours on weekdays and to work on weekends and public holidays;
- Exposure to multiple deadlines and attention to detail;
- Required to travel locally and overseas.

2. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Human Resource Management, the Senior Human Resource Officer is responsible for administering employee benefits in keeping with the Staff Orders and the Public Service Regulations in force, to ensure proper interpretation and equitable application of same.

Key Responsibilities

Management/Administrative:

- Prepares the Unit's Annual Budget and ensures expenditure is in keeping with approved allocation;
- Provides advice and guidance to Directors/Heads of Unit and staff on Human Resource policies, procedures and the regulations;
- Implements designated programmes;
- Oversees preparation of Work Plans for staff in the Unit;
- Represents the Department/Unit at meetings;
- Represents the Ministry at meetings, seminars and workshops and provides the required information and recommendations.

Technical/Professional:

- Liaises with representatives of Health Insurance Provider and ensures the registration of new employees on Health Insurance Plan;
- Liaises with NIS office to ensure members of staff are adequately compensated for NIS Benefits;
- Ensures that applications for motor vehicle loans, motor vehicle insurance loans, miscellaneous loans, computer loans and salary advances are processed and submitted;
- Monitors and ensures that applications for Duty Concessions are processed and submitted;
- Monitors and ensures that arrangements are made for medical examinations for permanently appointed staff and medical board examinations;
- Monitors and ensures the correct preparation of service records and signs for completeness;
- Monitors and ensures that the list of employees who are eligible for long service awards is prepared and submitted to the Public Service Establishment Division;
- Supervises the computation of leave entitlement and accurate processing of leave;
- Provides information of indebtedness and leave eligibility of officers who have resigned or separated from the Ministry;
- Provides information to the Administrator General's Department in respect of officers estates;
- Provides reports/information to the Attorney General's Department to support officers claims;
- Provides information relating to benefits to members of staff and ensures that accurate information is disseminated;
- Supervises the preparation of the schedule of employees who are eligible for retirement and ensures that all relevant documents are submitted to the Pensions Branch for processing of officers retirement benefits;
- Monitors and ensures that applications from staff and former staff members for information on statutory deductions are processed and referred to the Finance and Accounts Division for preparation;
- Prepares and submits quarterly status reports;
- Prepares quarterly Cash Flows for the financial year and monitors expenditures;
- Recommends the procurement and maintenance of office equipment;
- Interprets and implements Government's policies related to staff benefits;
- Manages and makes recommendations for the payment of increment, seniority allowances and educational increments;
- Seeks approval for the operation of posts which are vacant for over a period of one (1) year;
- Submits recommendations to the Human Resource Management Executive Committee (HRMEC) for acting assignments of officers whose posts have been reclassified.

Human Resources:

- Monitors and evaluates performance of direct reports, prepared 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 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 development needs of staff in the Unit are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Organization's goal;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and people management skills
- Excellent interpersonal skills
- Integrity
- Excellent teamwork and co-operation
- Ability of managing the client interface
- Good customer and quality focus skills
- Compliance
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Methodical

Technical:

- Excellent knowledge of the Government's Human Resource Policies, Regulations and Procedure
- Proficiency in the use of relevant computer applications
- Excellent knowledge of Human Resource Management practices and procedures

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Public Administration, or equivalent;
- Five (5) years' experience in Personnel-related functions.
- Relevant work experience in a similar capacity relating to employee benefits would be an asset.

Special Condition Associated with the Job

- Traveling to various locations to perform work-related functions and/or attend meetings.

Applications accompanied by résumés should be submitted **no later than Friday, 7th February, 2025 to:**

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

E-mail: 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**