



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 97 **OSC Ref. C.4858⁵²**

4th March, 2025

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 **Director, Agricultural Information Systems (MIS/IT 7)** in the **Agricultural Marketing Information and Incentives Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$6,333,301 to \$8,517,586 per annum.

Job Purpose

Under the direct supervision of the Principal Director, Agricultural Marketing Information and Incentives, the Director, Agricultural Information Systems is responsible for developing, enhancing and implementing information applications, in accordance with the mandate of the Agricultural Marketing Information and Incentives Branch, the Ministry of Agriculture, Fisheries and Mining and its Agencies.

Key Responsibilities

Management/Administrative:

- Co-ordinates the development and maintenance of information and statistical applications, and statistical data analyses and reporting, in accordance with the requirements of the Divisions and stakeholders;
- Co-ordinates the design and development of websites and intranets for the collection and dissemination of agricultural data;
- Co-ordinates the role of the Agricultural Information Systems Section with the Ministry's IT Department and other Agencies;
- Leads and manages the applications development staff and activities of the section;
- Represents the Ministry at meetings, conferences and workshops, locally and internationally;
- Develops conceptual and physical designs that reflect the requirements of a modern agricultural marketing information system to disseminate real time prices and availability information;
- Develops and maintains an improved system for collecting, analyzing and disseminating marketing and economic information on the Jamaica Agricultural Sector, as well as sector-related international economic and trade information;
- Oversees the interpretation, formatting and dissemination of information on web pages;
- Participates in the development of the Branch's Strategic and Operational Plans and Budget;
- Develops the Sections' Operational Plans and Budget;
- Monitors project schedules and targets to ensure that objectives and goals are met and, when necessary, institute corrective measures in a timely manner;
- Monitors work allocation of project activities to ensure optimum use and development of officers and other resources;
- Develops and facilitates professional programmes to ensure officers are equipped to perform at the level assigned;
- Reviews work assignments of staff for adherence to policies, procedures, guidelines, standards, and quality requirements specified by the Ministry.

Technical/Professional:

- Directs the requirement definition phase and prepares procedural manuals;
- Prepares requirement definition manuals;
- Develops the conceptual design of applications to reflect/support users requirements;
- Participates in the development of automated information applications by defining systems input, output, interfaces, and processing requirements to describe the data processing environment, and makes recommendations regarding the technology to be employed;
- Provides clarification on issues related to design processes;
- Assists in the development of conversion, training and implementation plans by:
 - Assisting in developing user and technical manuals;

- Supervising the programme development testing, training of users, implementation, and evaluation of applications;
- Conducts periodic reviews to identify opportunities for improvement;
- Participates in peer and team reviews of projects, effects the necessary action on recommendations emerging from review process;
- Ensures currency of established policies, standards and methodologies, with respect to work being performed;
- Maintains existing information applications by developing new modules and enhancing existing modules/database structures;
- Participates in the selection and assessment of software packages by:
 - Developing specifications for application software required;
 - Developing requests for proposal, evaluating proposal, and determining the most suitable options;
- Evaluates and makes recommendations to the Director on selected software packages related to collection, analyses and dissemination of agricultural data;
- Provides training for users/user support staff;
- Designs and develops formats and procedures for the dissemination of reports and summaries to end users, utilizing web-based and other methods;
- Co-ordinates, develops and implements the standards and procedures necessary to create the proper framework for the development and maintenance of information applications, websites and intranets;
- Defines and informs of standards and procedures for websites and intranet and other disseminations mechanism;
- Keeps abreast of trends and developments in standards and procedures for automated application, website and intranet development;
- Keeps abreast with national and international trends in statistical and marketing data collection;
- Produces reports in the development of the agricultural sector, and makes recommendations to improve systems;
- Oversees the process of web page maintenance.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares performance appraisal 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;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental 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 Division's and organization's goals;
- Performs any other related duties that may be assigned from time to time by the Principal Director, CTD/Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent problem solving and decision-making skills
- Excellent analytical thinking skills
- Good planning and organizing skills
- Excellent leadership and people management skills
- Excellent teamwork and co-operation skills
- Good interpersonal skills
- Good project management skills
- Goal results oriented
- Good customer and quality focus skills
- Excellent oral, written communication and presentation skills

Technical:

- Statistical software, including but not exclusive to SPSS
- Structured software design and programming
- Relational database management
- Microsoft SQL Server/MySQL
- Web Programming
- Integration of multi-vendor application software
- Web Development Tools (SharePoint Designer, ASP.Net Core/ASP.NET MVC, HTML, JAVA Programming Languages).
- Current technological trends

Minimum Required Qualification and Experience

- B.Sc. in Computer Science or related field or equivalent;
- Four (4) years' experience as a Programmer/Analyst;
- Supervisory Management training;
- A background of working in Agriculture and/or training in Agriculture or Biological systems would be an asset;
- Experience in working with Statistical Programmes and Databases.

Special Conditions Associated with the Job

- Required to travel locally;
- Critical deadlines to be met.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th March, 2025 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**