



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 184 **OSC Ref. C. 4860¹¹**

21st May, 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 Research Officer (SOG/ST 6) in the Agricultural Marketing Information & Incentives/Data Analysis & Design Branch, Ministry of Agriculture, Fisheries and Mining**, Salary Range: \$5,198,035.00 - \$6,990,779.00 per annum.

Job Purpose

Under the supervision of the Director, Data Analysis & Design (SOG/ST 8), the Research Officer (SOG/ST 6) supports data-driven decision making by conducting research, analyzing trends and designing models that optimizes agricultural productivity, sustainability and policy development.

The incumbent also participates in gathering and interpreting data related to crop yields, the collection, tabulation, analyses and interpretation of data to facilitate the marketing of agricultural products, and provides actionable insights to enhance operational efficiency and strategic planning.

Key Responsibilities

Management/Administrative Responsibilities:

- Assists in the development of objectives, work schedules and plans for performing the duties of the Section;
- Participates and attends meetings, conferences, workshops and seminars, as required;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and submits reports/documents as required.

Technical/ Professional:

- Conducts research, collects agricultural data and analyzes trends to support evidence-based decision making;
- Creates statistical models and forecasting tools to predict outcomes and improve agricultural planning;
- Provides data-driven recommendations for agricultural policies, resource allocation and sustainability initiatives.
- Conducts field visits to collect information;
- Conducts qualitative or quantitative surveys;

- Participates in the writing of research proposals;
- Gathers, tabulates and analyzes data for market demand studies;
- Produces feasibility studies and reliable market research utilizing SWOT, PEST and Porter's Five Forces analytical frameworks;
- Provides updates, as required by the Statistician/Director;
- Prepares data summaries, reports, analyses that include results, charts or graphs to document research findings and results;
- Represents the Unit at meetings, conferences and workshops;
- Liaises with other agencies including STATIN and PIOJ to obtain relevant available data;
- Conducts demands studies and produces reports to provide information for supervisors;
- Ensures that retail prices are collected at corporate area supermarkets on a weekly basis to ascertain the supply and demand for various agricultural products;
- Conducts price studies in assigned geographic areas to analyze prices and to ascertain movements on the market;
- Keeps abreast of trends and developments in the field of marketing research;
- Visits agro-processors to determine the needs for agricultural raw material;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good planning and organizing skills;
- Good oral and written communication and presentation skills;
- Good interpersonal and networking skills;
- Good analytical thinking skills;
- Good problem-solving and decision-making skills;
- Good teamwork and cooperation skills;
- Excellent planning and organizing skills;
- Excellent customer and quality focus skills;
- Ability to use initiative;
- Strong integrity;
- Ability to manage external relationships.

Technical:

- Knowledge of the policies and procedures of the Ministry;
- Strong research and marketing skills;
- Knowledge of the agro-processing industry;
- Knowledge of Agricultural Marketing Research;
- Sound knowledge of the Poultry industry;
- Knowledge of relevant market research techniques and principles;
- Knowledge of writing technical reports;
- Very good knowledge of data analysis and evaluation;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Marketing, Agriculture, Economics **or** related field in the Social Sciences, including courses in Marketing and Research

- Training in Marketing
- Three (3) years' experience in the field of Agricultural Marketing Research

Special Conditions Associated with the Job

- Travelling islandwide and overseas to attend meetings and seminars.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th June, 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**