



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 177** **OSC Ref. C. 4858<sup>52</sup>**

**19<sup>th</sup> 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 be assigned the post of **Rural Sociologist/Project Stakeholder Analyst (GMG/SEG 3) – (Not Vacant)** in the **Project Management and Coordination Branch, Hope Gardens, Ministry of Agriculture, Fisheries and Mining**, salary range \$5,198,035 - \$6,990,779 per annum.

#### **Job Purpose**

Under the general direction of the Senior Director, Project Management and Co-ordination, the Rural Sociologist/Project Stakeholder Analyst will collaborate with the implementing partners: Rural Agricultural Development Authority (RADA) and the National Irrigation Commission (NIC) and other Divisions of the Ministry, to establish/rehabilitate Water User Groups and so enhance the management of water and land resources. The incumbent will be required to design and implement various models to promote agricultural and rural development, inclusive growth, poverty reduction, gender equality with a focus on rural sociology. Responsibility is also exercised for the development of appropriate group dynamics techniques and tools, to minimize risks and enhance group performance in targeted communities.

There is the requirement to maintain records and up-to-date database to collect, collate and analyze data concerning social phenomena, conduct research and write papers, studies and reports, as required.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares and presents the Operational Work Plan, programme of work and attendant financial budget;
- Collaborates and liaises with each executing Agency;
- Ensures the availability of adequate resources for projects, programmes, interventions, surveys, studies and related activities;
- Monitors, evaluates and reports on the programmes and status of projects, programmes and activities;
- Plans and co-ordinates stakeholders meetings, training sessions and interventions;
- Provides guidance, mentoring and advice to stakeholders, community leaders and citizens;
- Participates in the development of the Division's Corporate/Operational Plans and Budget;
- Prepares and submits Monthly, Quarterly and Annual Reports to the Senior Director PM&C;
- Represents the Division/Ministry at meetings, conferences, workshops and other events;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

##### ***Technical/Professional:***

- Collaborates with various stakeholders, including representatives from RADA and NIC, to determine specific research projects, and to plan sociological and economic interventions and to ensure that they are implemented in accordance with Programmes Work Plan;
- Keeps abreast of trends and developments in the sociological and research fields, and develops and designs appropriate strategies, methodologies and techniques to achieve targets;
- Undertakes investigations and research to support sociological objectives;
- Analyses and interprets data in order to increase the understanding of human social behaviour within the targeted groups/communities ;
- Collaborates with research workers in other disciplines;
- Collects data on the attitudes, values and behaviours of people in groups, using observation, interviews, document reviews and other methodologies;
- Consults with and advises individuals, programme administrators, social workers and legislators, regarding social issues and policies, as well as the implications of research findings;

- Develops, implements and evaluates methods of data collection, such as questionnaires and focus groups;
- Plans and conducts sociological studies to determine stakeholders' needs and capabilities, to include gender issues and willingness to adapt to new innovations and projects to be implemented;
- Writes publications and reports containing research findings;
- Develops approaches to the solution of groups' problems based on sociological data and findings;
- Develops problem intervention procedures, utilizing techniques such as interviews, consultations, role playing and observation of group interactions;
- Observes group interactions and role affiliations to collect data, identify problems, evaluate progress, and determine the need for additional change;
- Provides technical advice and writes monthly/quarterly, annual and special reports;
- Manages and evaluates projects and programmes and ensures high standards of operation and expenditure control;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes, where necessary, to improve the service quality and productivity of the Division and the Ministry;
- Performs any other related duties, as directed by the Senior Director, Project Management and Co-ordination Division.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Excellent people management skills
- Good teamwork and co-operation skills
- Excellent problem-solving and decision-making skills
- Ability to apply initiative
- Integrity
- Excellent customer relations and quality focus skills
- Excellent analytical thinking skills
- Ability to manage external relationships
- Ability to manage the client interface
- Ability to manage change

#### ***Technical:***

- Knowledge and experience of Research Methodologies related to Sociological/Demographic Analyses
- Knowledge and appreciation of issues related to Physical Planning and Rural Development policies
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Must possess a keen eye for detail, combined with the ability to work under pressure and meet tight deadlines
- Ability to demonstrate prudence, tact, diplomacy with individuals at all levels
- Proficient in the use of relevant computer applications: Microsoft Word, Excel and Power Point
- Aptitude for developing and maintaining collaborative relations with team members, both within and outside the Ministry

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Sociology, Geography, Social Policy and Administration/Development, Physical Planning or related field;
- Three (3) years related experience in Social Work, Design and Administration of Social Surveys and Report Writing.

### **Special Conditions Associated with the Job**

- Field investigations are an integral part of the responsibility, therefore the incumbent could be exposed to natural elements, for e.g. sunlight, rainfall and dust;
- Work will also be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

- Will be required to travel locally and overseas to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Monday, 2<sup>nd</sup> June, 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](mailto: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