



Office of the Services Commissions

(Central Government)

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15th 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/ be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Sociologist (SOG/ST 7) – (vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Agricultural Economist (SOG/ST 7) - (vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Agricultural Trade Officer (SOG/ST 7) - (not vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Research Officer (SOG/ST 6) – (vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
5. **Statistician (SOG/ST 6) – (vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Sociologist (SOG/ST 7)

Job Purpose

Under the general direction of the Director, Project Monitoring & Evaluation, the Sociologist designs and implements sociological models to strengthen and promote economic growth, poverty reduction, gender equality and other sociological benefits, to enhance the management and development of the agricultural sector. The incumbent is also required to develop strategic linkages with farmers and relevant groups and associations, to establish stakeholder networks, and to develop group dynamics, techniques and tools to enhance group performance in targeted farming 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:

- Attends meetings and other functions;
- Assists in the preparation of the Branch's budget, Corporate and Operational Plans;
- Collaborates with the entire Project Management & Co-ordination Division in assessing the impact of projects/programmes of the Ministry;
- Sensitizes the Director, Project Monitoring and Evaluation on social matters, interventions, and projects of social concern;
- Represents the Director/Unit at various committees and meetings;
- Prepares and submits reports.

Technical/Professional:

- Designs plans, programmes, projects, and initiatives to solve social problems, to strengthen and promote economic growth and gender equality in the agricultural sector;
- Collaborates with various stakeholders to determine specific research projects, to plan sociological interventions, and to ensure that they are implemented in accordance with the Authority's programmes and work plans;
- Keeps abreast of trends and developments in the Social Sciences and research fields, and develops and designs appropriate strategies, methodologies, tools and techniques to achieve targets;

- Collaborates and shares information with local, regional and international organizations on the best practices, for the inclusion of stakeholders in the innovation and sustainable utilization of fisheries resources;
- Undertakes investigations and research to support social objectives for the development and management of the agricultural sector;
- Analyses and interprets data to increase the understanding of human social behaviour within the targeted groups/communities;
- Collaborates with research workers in other Agencies, Ministries and organizations to promote social objectives for the development and management of the agricultural sector;
- Collects data on the attitudes, values and behaviours of beneficiaries/end users and stakeholders, using observation, interviews, document reviews and other methodologies;
- Develops, co-ordinates and maintains databases for the storage of social and other agricultural related data for the sector;
- Consults with and advises the Director, internal and external stakeholders on social issues and policies, as well as the implications of research findings relating to the agricultural sector;
- Develops, implements and evaluates methods of data collection such as questionnaires and focus groups;
- Works with planning and other groups to determine the potential impacts and mitigating measures to safeguard agricultural stakeholders during the implementation of developmental projects and programmes;
- Plans and conducts social surveys to determine stakeholders' needs and capabilities to include issues relating to gender, youth and vulnerable groups and their willingness to adapt to new innovations and projects to be implemented;
- Plans and guides the development of farms, farmers and community-based organizations in order to transmit best practices on conservation, management and development of the agricultural industry;
- Provides technical advice and writes technical reports and publications containing research findings;
- Develops approaches to the solution of farming groups' problems, based on sociological data and findings;
- Analyses and interprets relevant information and makes recommendations to the Director on new projects and programmes to meet global changes in the agricultural sector;
- 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 change;
- Writes technical reports, research papers, monthly/quarterly and annual reports;
- Manages and evaluates projects and programmes, and ensures high standards of operation and expenditure control;
- Investigates stakeholders' complaints, identifies problems/issues, and/or facilitates corrective action;
- Co-ordinates and develops seminars and workshops for clients, communities, public and private sector representatives, other interest groups and stakeholders, and delivers presentations;
- Participates in the development of promotional material to creatively present information to ensure maximum engagement of stakeholders;
- Performs any other related duties that may be assigned by the Director, Project Monitoring and Evaluation Unit.

Required Knowledge, Skills and Competencies

Core:

- Good oral, written communication skills
- Good presentation skills
- Excellent interpersonal and people management skills
- Sound analytical skills
- Sound problem solving and decision-making skills
- Sound conflict management skills
- Good project management skills
- Ability to think creatively and work independently
- Good leadership and team building skills
- Ability to manage external partners
- Excellent planning and organizing skills

Technical:

- In-depth knowledge of sociology, and sociological impacts and issues in the context of agriculture and economics
- Good knowledge of project management frameworks
- Excellent knowledge and expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation
- Good knowledge of the analysis, revision and implementation of projects, procedures, guidelines, and programmes
- Excellent ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of projects and programmes
- Good judgment
- Excellent knowledge in the preparation of reports
- Good research skills and knowledge in research methodologies related to sociological and demographic analyses.
- Knowledge and appreciation of issues related to rural development matters.
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Social Sciences or a related discipline
 - Three (3) years' experience in a comparable working environment.
- OR**
- Bachelor's Degree in Social Sciences or a related discipline.
 - Post Graduate Certification in Social Sciences or related discipline
 - Three (3) years' experience in a comparable working environment.

Special Condition Associated with the Job

- Exposure to challenges and crises which require response at very short notice.
- Field investigations, surveys and studies may entail exposure to the elements, sunlight, rainfall and dust.
- Required to travel islandwide, including travel to remote locations.
- Travels overseas for short periods.
- May be required to work for extended hours to conduct trials, surveys and investigations.
- Moderate exposure to harsh environmental conditions.
- Exposure to working in volatile communities.

2. Senior Agricultural Economist (SOG/ST 7)**Job Purpose**

Under the direct supervision of the Director, Project Monitoring & Evaluation, the Senior Agricultural Economist is responsible for planning, developing, and conducting studies within the Ministry, to determine whether the programmes, projects and functions performed are achieving their objectives effectively and efficiently, and make recommendations for improvement, where necessary.

Key Responsibilities***Management/Administrative:***

- Attends meetings and other functions;
- Assists in the preparation of the Branch's budget, Corporate and Operational Plans;
- Collaborates with the entire Project Management & Co-ordination Division in assessing status of projects/programmes of the Ministry;
- Sensitizes the Director, Project Monitoring and Evaluation on breaches of contracts, mismanagement of project funds, and deviation from project objectives;
- Represents the Director/Unit at various committees and meetings;
- Prepares and submits reports.

Technical/Professional:

- Plans, develops and conducts socio-economic studies in the Ministry/Department and Agencies;
- Monitors, reviews, and analyses the economic implications of programmes and projects to evaluate their efficiency and effectiveness;
- Observes and analyses current economic trends and development in the sector, and appraises the economic policy and their effects on projects and programmes of the Ministry;
- Develops working knowledge of financial and economic indicators such as net present value (NPV) internal rate of returns (IRR), cost-benefits analysis and value analysis, etc. of projects/programmes;
- Determines the adequacy of project funds (both Capital A and Capital B) for sustenance of projects;
- Prepare monthly, quarterly, and yearly project monitoring and evaluation reports on the programmes and projects being implemented by the Ministry, its departments, and agencies;
- Supervises field data collection for surveys and censuses;
- Perform statistical analysis of data and create summary tables and charts;
- Prepare ad hoc reports to other staff members in the performance of their duties;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good analytical skills
- Good planning and organization skills;
- Good leadership skills;
- Good problem solving and decision making skills
- Ability to use initiative

Technical:

- In-depth knowledge of project monitoring and evaluation frameworks
- In-depth knowledge and expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation.
- Good knowledge of the analysis, revision and implementation of projects, procedures, guidelines and programmes
- Excellent ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of projects and programmes.
- Good mathematical reasoning
- Good judgment
- Excellent knowledge in the preparation of reports
- Good research skills
- Good knowledge of agricultural production and marketing systems
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- B.Sc. Degree in Agricultural Economics, Marketing or equivalent
- Work experience in calculation, analysis and interpretation of Agricultural information, as well as Statistical Software.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to dust, bacterial and fungal spores;
- Exposure to long hours of solar radiation in the field and also rain soak;
- Risk associated with long distance road travel, often off – track in unfamiliar and high risks areas;
- Occasional long working hours.

3. Agricultural Trade Officer (SOG/ST 7)

Job Purpose

Under the general supervision of the Senior Director, Trade in Agriculture, the Agricultural Trade Officer participates in the planning, co-ordinating, and implementation of activities relating to international trade and the negotiation of trade, agreements for the agricultural sector.

The incumbent also provides advice and recommendations on agricultural trade matters, conducts research on trade issues, and formulates recommendations to support the strengthening of agricultural trade, trade negotiations, and agreements.

Key Responsibilities

- Develops systems and procedures to facilitate the achievement of work assigned;
- Keeps abreast of cutting-edge trends and developments and makes recommendations for possible implementation;
- Assists the Director in the monitoring and assessment of the agricultural trade and economic agreements including the following trade agreements/arrangements which are at varying stages of implementation:
 - The World Trade Organization (WTO) Multilateral Agreement;
 - The CARIFORUM/EU, Economic Partnership Agreement (EPA);
 - The Caribbean Basin Initiative (CBI);
 - The CARIBCAN, Canadian Trade Arrangement;
 - The Caribbean Single Market and Economy (CSME);
 - The CARICOM/Venezuela Free Trade;
 - The CARICOM/Dominican Republic Free Trade Agreement;
 - The CARICOM/Cuba Bilateral Cooperation Agreement.
- Collates and compiles data from various sources and submits them to the Senior Director;
- Contributes to the preparation and follow-up of relevant agricultural trade dialogue/meetings and sub-committees;
- Prepares sector information and data to inform trade negotiations;
- Participates in the provision of inputs for the Budget speeches and technical papers as required;
- Supports the Senior Director, Trade in Agriculture, in the preparation of presentations to internal and external publics during international and local seminars and meetings;
- Represents the Ministry at meetings, seminars, workshops locally, regionally and internationally;
- Participates in negotiations on behalf of the Ministry and stakeholders in the sector;
- Contributes to the development of proposals for the removal of trade barriers and constraints;
- Researches, prepares and provides information to the WTO and other international organizations on request;
- Participates in the promotional and communication activities of the Unit by making presentations and providing written inputs to newsletters and reports which are then submitted to the webpage, trade webpage and relevant social media of the specified delegations;
- Ensures that trade policies are clearly articulated in the formulation of plans, policies and programmes for the agricultural sector;
- Reviews and analyses macro-economic indicators and their effects on trade in the agricultural sector, and submits recommendations for appropriate policy revisions, where necessary;
- Conducts empirical analyses to determine the extent to which particular products can compete in the local and international marketplace;
- Monitors and assesses trade and economic negotiations, as directed;
- Tracks, evaluates and reports on major developments in the international trade and economic environment;
- Ensures the maintenance of databases for the Unit;
- Prepares updates for the WTO regularly on the agricultural sector's implementation of WTO Agreements;
- Collaborates with the Public Relations Division to ensure that trade development and events are adequately promoted and publicized;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;

- Any other related duties assigned by the Senior Director, Agricultural Trade.

Required Knowledge, Skills and Competencies

Core:

- Good analytical thinking skills
- Good research, editing and creative skills
- Good planning and organising skills
- Good oral, written and presentation skills
- Good interpersonal and people management skills
- good problem-solving and decision-making skills
- Ability to exercise good judgement.
- Good impact, influencing and networking skills
- Ability to manage partners and external relationships
- Excellent teamwork and cooperations skills
- Able to demonstrate initiative
- Must maintain a strict code of ethics in working with highly confidential data.

Technical:

- Good knowledge of international trade laws, policies and agreements
- Good knowledge of trade and economic policies of Jamaica/CARICOM countries and specific regional and International organizations.
- Good knowledge of the agricultural sector
- Knowledge of International Business and International Relations
- Good knowledge of the policies and procedures of the Ministry of Agriculture and Fisheries
- Sound knowledge of data analysis and the relevant research techniques and principles
- Knowledge of negotiations
- Proficiency in the use of the relevant computer application

Minimum Required Qualification and Experience

- Bachelor's Degree in International Trade/International Relations/International Business, Agriculture, Economics or related field in the Social Sciences, including courses in International Trade/Relations.
- Three (3) years' experience in International Trade/ International Relations

Special Conditions Associated with the Job

- Work will 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.
- Required to travel locally and overseas to attend conferences, seminars, and meetings.
- Required to work for extensive periods to meet deadlines.

4. Research Officer (SOG/ST 6)

Job Purpose

Under the supervision of the Director, Data Analysis & Design, the Research Officer 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 interprets data to facilitate the marketing of agricultural products and provides actionable insights to enhance operational efficiency and strategic planning.

Management/Administrative

- 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 and Professional

- Conducts research, collects agricultural data, and analyzes trends to support evidence-based decision making;
- Create 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 survey;
- Participates in the writing of research proposals;
- Gathers, tabulates, and analyses 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 communication skills
- Good written 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
- Of strong integrity
- Ability to manage external relationships

Technical

- Knowledge of the policies and procedures of the Ministry.
- Strong research and marketing skills
- Good research 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.

5. Statistician (SOG/ST 6)

Job Purpose

Under the general direction of the Director, Data Analysis & Design, the Statistician is responsible for the designing and implementation of systems and procedures geared towards efficient collection, initial tabulation, and analysis of agricultural data and information.

Key Responsibilities

Management/Administrative

- Assists in the development of objectives, work schedules, and plans for performing the duties of the Section;
- Represents the Ministry/Director/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 and Professional

- Participates in data collection for surveys and censuses;
- Evaluates sources of information to determine any limitations concerning reliability and usability;
- Utilizes databases and information sources to meet internal and external statistical needs;
- Provides advice on the conduct of statistical activities, drafts plans, and submits to the Director, Data Analysis and Design for review;
- Supports the Director and Senior Statistician in searching, collecting, analyzing, tabulating, and presenting statistical information for storage in a statistical database and for inclusion in reports and summaries;
- Conducts field trials and applies statistical methods to identify and resolve operational problems;
- Conducts field work and participates in the collection of agricultural data and information;
- Provides statistical advice in the development of policies and programmes;
- Collects, analyses, tabulates, and presents statistical information for storage in statistical databases and for inclusion in reports and summaries;
- Participates in the maintenance of quality control systems and procedures for data management;
- Designs, implements, and conducts studies on livestock, traditional and domestic crop sub-sectors to gather information relating to:
 - quarterly and annual production;
 - livestock and poultry production;
 - problems encountered in the industries;
 - likely periods of glut and shortage.
- Participates in the compilation of data on fifty-eight (58) domestic crops to include broad categories of legumes, vegetables, fruits, cereals and spices;
- Participates in the compilation of FAO questionnaires periodically, to provide information on the production of fruit trees, fertilizer usage, and domestic crop production;
- Performs any other related duties assigned by the Director, Data Analysis & Design.

Required Knowledge, Skills and Competencies

Core

- Good planning and organizing skills.
- Good analytical thinking skills.

- Good oral and written communication skills.
- Good problem-solving and decision-making skills.
- Ability to exercise good judgement.
- Good interpersonal and influencing skills.
- Ability to work on own initiative.
- Excellent customer and quality focus skills
- Good teamwork and cooperation skills
- Strong research, collaborative and consultation skills.
- Excellent integrity

Technical

- Knowledge of the policies and procedures of the MoAF&M.
- Sound Knowledge of statistical methodology, survey design and implementation.
- Excellent knowledge and ability to use numerous data analysis software including Excel, SPSS and Geo-stats etc.
- Sound understanding of statistical terms and concepts.
- Good knowledge of database development and management.
- Good knowledge of writing technical reports.
- Good knowledge of statistical regulations and standards.
- Demonstrated ability to employ statistical modelling and statistical packages to analyze data.

Minimum Required Qualification and Experience

- Bachelor's Degree in Statistics, Agricultural Economics with Statistics as the principal subject or Statistics with Economics and working knowledge of Agriculture
- Good working knowledge of Statistical Software would be an asset.

PLUS

- Two (2) years working experience in the analysis and interpretation of agricultural information.

Special Conditions Associated with the Job

- Position involves fieldwork
- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Thursday 29th May, 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**