



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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14th July, 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 **Agricultural Incentives & Waivers Officer (GMG/SEG 2)** in the **Ministry of Agriculture, Fisheries and Mining**, salary range \$4,266,270 – \$5,737,658 per annum.

Job Purpose

Under the direct supervision of the Director, Agricultural Incentives & Waivers, the Agricultural Incentives & Waivers Officer will assist with the implementation of Government policies pertaining to agricultural incentives and waivers on agricultural inputs (goods or services) - General Consumption Tax (GCT)/import duties, and income tax relief, on behalf of the approved farmer/farming enterprise. The incumbent also assists in conducting inspections, surveys and studies, prepares reports, briefs, notes and plans, and participates in meetings, conferences and workshops, as necessary.

Key Responsibilities

Management/Administrative

- Participates in the development and preparation of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares payment vouchers and commitment requisitions for bills, and submits for approval for payment;
- Liaises with the Accounts Department to monitor timely and expeditious payment.
- Maintains an Inventory of all supplies;
- Liaises with the Facilities and Property Management Branch regarding repairs and general maintenance;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements;
- Represents the Unit on various committees and meetings;
- Contributes to and maintains a system that fosters a culture of teamwork and commitment to the Unit's and organization's goals;
- Keeps abreast of current developments in the assigned areas of responsibility to guide the work of the Branch;
- Participates in meetings, seminars, conferences, workshops and other fora.

Technical/Professional

- Assists with the administration of incentives and waivers to eligible farmers;
- Receives, reviews and processes applications from RADA, on behalf of farmers who wish to purchase vehicles, materials and equipment for use in Agriculture;
- Receives, reviews and processes applications from RADA, on behalf of farmers for income tax relief/approved farmer status;
- Liaises with other Government Agencies as it relates to Agricultural Incentives;
- Assists with keeping farmers abreast of the Incentives Programme;
- Assists with the inspection of farms across the island, to verify information relating to applications for eligibility and due diligence;
- Assists with designing Data Collection and Recording Systems, consistently reviews instruments/systems and makes recommendations;
- Maintains optimal function of the Incentives and Waivers Databases and related systems;
- Assists with the examination of pro forma invoices to verify farmers' Agricultural inputs;
- Formulates recommendations/responses to requests and other correspondence requesting clarification or information on incentives;
- Assists in conducting research and responds to queries from various stakeholders, analyses data and documents findings;
- Assists in the investigation of delays, and recommends corrective action;
- Provides advice and guidance on policy and legislation to farmers and other stakeholders, relating to Agricultural Incentives and Waivers;

- Keeps abreast of amendments to policies and legislation related to Agricultural Incentives;
- Requests goods and services, and liaises with the Procurement Branch and merchants regarding purchases;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Good customer and quality focus skills
- Good teamwork and cooperation skills
- Good interpersonal skills
- Methodical
- Ability to use initiative

Technical:

- Good knowledge of the Agricultural Sector.
- Good knowledge of the GOJ Policy on Agricultural Incentives with respect to Agricultural inputs regarding Fiscal Incentives Act, General Consumption Tax/import duties and the Customs Act and Regulations.
- Good knowledge of writing technical reports.
- Basic knowledge of Accounting and Procurement Procedures and Policies.
- Good knowledge of the operations of Government and the Organization Policies and Procedures.
- Proficient in the use of relevant Software Applications.
- Knowledge of General Consumption Tax and other Tax Act and Regulation.

Minimum Required Education and Experience

- Bachelor's Degree in Agriculture, Economics or related field in the Social/Natural Sciences or equivalent qualifications.
- At least two (2) years' experience in Agricultural Economics or related field.

Applications, accompanied by résumés, should be submitted **no later than Friday, 25th July, 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**