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CIRCULAR No. 16
OSC Ref. C.4858²⁵

12th January, 2018

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 to the post of **Assistant Market Development Officer (GMG/SEG 1) – (Not Vacant)** in the **Agricultural Marketing Information Branch (Agricultural Services Unit), Ministry of Industry, Commerce, Agriculture and Fisheries**, salary range \$1,348,545 – \$1,602,996 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Market Development Officer (GMG/SEG 2), the Assistant Market Development Officer (GMG/SEG 1) will assist by supporting the activities that relates to agricultural infrastructure selection and development. The incumbent will also assist with the logistical issues relating to distribution both nationally and internationally.

Key Responsibilities

Technical/Professional:

- Assists with brand development for the various agricultural produce;
- Assists in the co-ordination of training programme for stakeholders on grades and standards for Agricultural produce;
- Assists in the development of promotional plans related to the nutritional content of crops;
- Monitors projects targeting Agri-business and rural development;
- Attends Board/Farmers meetings and prepares reports of significant outputs from these meetings;
- Collects information regarding local, world production, exporters, importers, domestic consumption, supply availability, purchases and price from traders in Agricultural Produce and submits target market report to Branch Head;
- Identifies and makes recommendations for suitable locations for the development and upgrade for Distribution Hubs;
- Prepares Monthly, Quarterly, Bi-Annual and Annual reports for the traditional commodities and ensures that market news, situation and outlook reports are completed;
- Assists in the preparation and updates schedules for production and productivity initiatives for local production, exports and processing needs for varying crops and exporters' needs.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem solving skills
- Good interpersonal skills
- Good customer relations skills
- Ability to work in a team

Technical:

- Knowledge of Agricultural production and Marketing systems
- Sound knowledge of the organization policies and procedures
- Good presentation skills
- Proficiency in the relevant computer software applications
- Good research skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Marketing and/or Agricultural related sciences and diploma or similar certification in Management studies;
- Three (3) years' experience in Marketing with Agricultural emphasis;
- Two (2) years' experience in Management.

Special Condition Associated with the Job

- Extensive travelling island-wide.

Applications accompanied by résumés should be submitted **no later than Thursday, 25th January, 2018 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**