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**CIRCULAR No. 178**  
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**6<sup>th</sup> July, 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 fill the following vacant posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAf)**:

- 1. Director, Standards, Implementation and Quality Assurance (GMG/SEG 3) – ISO Quality Systems Division (4 St. Lucia Avenue)**, salary range \$2,246,451 – \$2,670,325 per annum and any allowance(s) attached to the post.
- 2. Technical Manager (SOG/ST 8) – Agricultural Land Management Division (Kingston)**, salary range \$2,250,353 – \$2,674,963 per annum and any allowance(s) attached to the post.
- 3. Senior Agricultural Economist (SOG/ST 7) – Economic Planning and Policy Division (Farm Management)**, salary range \$1,857,817 – \$2,208,360 per annum and any allowance(s) attached to the post.

**1. Director, Standards, Implementation and Quality Assurance (GMG/SEG 3)**

**Job Purpose**

Under the general direction of the Senior Director, ISO Quality Systems Division, the incumbent develops, leads, implements and monitors the application of the Results Based Management and Quality Assurance Framework across the Public Service, thereby ensuring that the required processes and procedures are adopted and maintained. Programmes, projects and initiatives are formulated and established to facilitate the achievement of an effective and robust Compliance Programme relating to the maintenance phase for those organizations and companies that have already been certified.

Optimal policies, programmes, systems and procedures are formulated for the co-ordination, development and adoption of ISO Total Quality Systems and to provide continuous management of consultancy components, ISO Consultants, documentation and functional and operational reviews.

Direction and guidance are provided to a specialized team engaged in ISO Quality Management functions and operational objectives including the conduct of quality audits, systems improvement exercises, validation of quality exercises, compliance reviews, quality improvement activities and related functions.

**Key Responsibilities**

***Management/Administrative:***

- Develops objectives, schedules and plans, organizes and manages the staff and functions;
- Monitors the implementation of policies;
- Reviews requests and proposals from entities and determines action to be taken;
- Co-ordinates and conducts ISO QS gap and mock audits, analyses, findings and recommends corrective action as requested;
- Ensures that best practices and established international standards and practices are currently utilized;
- Investigates complaints and delays, identifies conflicts in the implementation schedules or activities and recommends corrective action;
- Develops and leads the application of Results Based Management and Quality Assurance Framework and procedures for the activities of MICAf, its portfolio Agencies and Micro Small and Medium Enterprise Sector (MSMES);

- Co-ordinates the delivery of ISO Training sessions for MICAF, its portfolio Agencies and MSMES;
- Co-ordinates training of Quality Systems' staff in relevant aspects of ISO Quality Systems at BSJ/NCBJ/JANAAC;
- Organizes participation in ISO QS Training conducted by BSJ, NCBJ and JANAAC and similar entities to ensure that the ISO QS Team remains current in ISO QS knowledge and training techniques.

**Technical/Professional:**

- Manages the activities and functions, analyzes workload, determines priorities and monitors adherence to standards, regulations and guidelines;
- Develops a comprehensive Quality Programme including policies, procedures, standards and compliance inspections and serves as the primary quality control resource for problem identification, resolution, loss reporting and continuous improvement;
- Interprets policy directives and reviews requests for ISO QS implementation, for adherence to Government's policies and guidelines;
- Oversees a specialized team engaged in ISO QS Training, document development, monitoring and quality assurance;
- Provides technical direction, overall technical support, management and oversight of ISO QS implementation including training, guidance and methodologies;
- Supervises the collection, completion and dissemination of data, analyzes data to identify areas for improvement and recommends and monitors corrective and preventative initiatives;
- Interacts with internal and external stakeholders concerning problems or complaints to ensure effective corrective actions and feedback and to identify opportunities to improve quality;
- Designs, develops and implements ISO QS for MICAF, its portfolio Agencies and MSMES and monitors work progress of activities to ensure that activities function smoothly and efficiently;
- Leads research and planning activities on ISO QS implementation trends, management and assessment issues and oversees the outcome of Risk Analysis and mitigation strategies, related reports and technical documents;
- Documents key impacts and lessons emerging from research done;
- Analyzes current ISO QS practices, programmes and procedures to identify the need for modification in keeping with international practices and procedures;
- Forges appropriate links and collaboration with tertiary institutions, Public and Private Sector entities, internal and external stakeholders including local and international ISO QS bodies;
- Identifies and develops new business strategies to advance the mandate of the Division;
- Identifies training needs and rolls out appropriate training events and policy advocacy activities that support the Division's goals and objectives;
- Convenes workshops on ISO QS issues and makes presentations and reports as required;
- Co-ordinates and performs Quality Audits and acts as a Lead Auditor, while managing and leading the Audit Team;
- Assists in the preparation, revision and implementation of a plan for ISO Quality Systems certification or recertification of MICAF, its portfolio Agencies and key Agencies of Government;
- Co-ordinates the selection of ISO Quality Systems Consultants engaged to conduct Gap Audits, training sessions and other related duties;
- Reviews Gap Audit Reports produced by ISO QS consultants.

**Human Resource:**

- Defines areas of responsibility, authority and lines of communication for MICAF, its portfolio Agencies and MSMES with regard to ISO QS;
- Interprets policy directives concerning ISO QS programmes and procedures and keeps staff abreast of operational and administrative changes, devising procedures and gives oral and written directives;
- Provides leadership and guidance to Direct Reports through effective communication, planning, training, delegation, coaching and mentoring;
- Develops and sustains unity, teamwork and commitment to the Organization's goals;
- Analyzes the productivity and workload of Officers to assess operating efficiency and to ascertain the need for training or staffing and organizational changes;
- Ensures that ISO QS Consultants are aware of and adhere to the policies, procedures and regulations.

**Other:**

- Provides continuous feedback to the Senior Director on the work and activities of MICAF, its portfolio agencies and the MSMES;
- Plans and implements studies for special projects assigned by the Senior Director;
- Performs any other related duties assigned.

## **Required knowledge, Skills and Competencies**

### ***Core:***

- Strong Oral and Written Communication skills
- Strong Leadership and Management skills
- Excellent Customer Relations, Negotiation and People Management skills
- Sound Time Management skills and the ability to prioritize in a dynamic environment
- Excellent Teamwork and Networking skills

### ***Technical:***

- Training in Management
- Proficiency in computer applications (word processing, power point, vision, spreadsheet, Intranet and internet)  
Thorough knowledge of the operations  
Specialized training in the ISO Quality systems  
Knowledge of safety regulations and practices

## **Minimum Required Qualification and Experience**

- Graduate Degree in Business Administration, Management or other related field and eight (8) to ten (10) years related working experience, including three (3) years in a senior management capacity.

## **Special Condition Associated with the Job**

- Willingness to travel both locally and internationally.

## **2. Technical Manager (SOG/ST 8)**

### **Job Purpose**

Under the direct supervision of the Director, Agricultural Land Management Division, the Technical Manager directs and manages the Soil Health, Plant Tissue and Water Laboratory, co-ordinates a comprehensive Quality Assurance and Control System to ensure that information generated by the Laboratory is in accordance with ISO/IEC 17025 standards.

The incumbent is also responsible for evaluating Laboratory services, implementing best practices, developing new products, services and strategies to increase revenue, reduce expenses and improve performance.

### **Key Responsibilities**

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

- Manages operations of the Soil, Plant Tissue and Water Laboratory;
- Plans, organizes and co-ordinates the various laboratory activities to enhance the timely and accurate generation of results and recommendations;
- Reviews completed tests and analyses for accuracy and adherence to guidelines;
- Reviews and signs off on special reports and documents prior to dissemination;
- Develops Budget, Work, Strategic, Corporate and Operational Plans;
- Supervises the quality assurance process to obtain the prescribed level of technical competence and international standards;
- Monitors the usage of selected test methodologies and the suitability to provide the quality of results required and that quality laboratory services are provided in the testing process;
- Establishes operation standards for cost control, waste reduction and quality;
- Monitors utilization patterns of Laboratory services and advises Director on developing trends in services.

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

- Manages the activities of the Laboratory in keeping with ISO/IEC 17025 standards;
- Monitors the guidelines in the Quality Manual and the attendant infrastructural arrangements for the safety of users;
- Examines samples and determines the appropriate studies to be applied;

- Provides Monthly Technical Reports on analyses and interpretations;
- Interprets Laboratory Data and prepares fertility and other recommendations for soil, plant and water samples;
- Co-ordinates and directs programmes for research, co-ordinates research and analysis activities;
- Approves modification of formulas, standards, specifications and processes;
- Participates in the development of new services and in promotional strategies and programmes for the Laboratory as it seeks out new markets;
- Reviews, tracks and communicates information regarding process variations and quality control samples;
- Prepares Business Development Projects, budgets Financial forecasts and proposals and submits approval;
- Reviews work to be done, determines work assignments and co-ordinates the operations and activities of the Laboratory;
- Develops training material, conducts workshops and makes presentations;
- Writes research papers for publication or presentation at technical conferences.

**Human Resource:**

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- In collaboration with the Human Resource Division, develops and implements a Succession Planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Ensures that Laboratory Officers are aware of and adhere to the policies, procedures and regulations of the Division.

**Other:**

- Represents the Division at meetings, seminars, conferences and workshops, locally and internationally;
- Performs any other related duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

**Core:**

- Excellent Oral and Written Communication skills
- Good Interpersonal and People Management skills
- Good Time Management skills
- Strong Customer Relations skills
- Teamwork and Co-operation
- Good Problem Solving and Conflict Management skills
- Good Planning and Organizing skills
- Initiative

**Technical:**

- Sound knowledge of Laboratory procedures and methodology
- Sound knowledge of soil, plant and water sampling techniques
- Proficient in data analysis as it relates to Laboratory results
- Sound knowledge of Soil and Plant Husbandry
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications
- Good Analytical skills

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

- Master of Science Degree in Agriculture/Agronomy/Chemistry/Environmental Science with a major in Soil Chemistry with four (4) years related experience.

### **Special Condition Associated with the Job**

- Exposure to harmful chemicals;
- Excess walking and climbing of hilly terrain;
- Working in remote areas.

### **3. Senior Agricultural Economist (SOG/ST 7)**

#### **Job Purpose**

Under the direct supervision of the Director Agricultural Economic Planning, the Senior Agricultural Economist is responsible for the planning, organizing and controlling the work of the Farm Management Section, ensuring that the primary goal of the provision of information pertaining to Farm Management is effectively met by collecting and classifying Agricultural data; preparing and providing financial and economic analyses of Agricultural projects and preparing farm models for various farm enterprises.

The incumbent will also work in close collaboration with other Divisions and/or Agencies in developing processes and providing training to farmers on Farm Management and related issues.

#### **Key Responsibilities**

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

- Liaises with other Divisions and Agencies in obtaining information on Farm Management matters;
- Develops business plans for various Divisions and Agencies upon request;
- Prepares detailed project document/proposals for international funding;
- Prepares reports;
- Evaluates Agricultural development proposals;
- Represents the Ministry at conferences, symposiums, workshops and on established national committees;
- Deputizes for the Deputy Director of the Division when required;
- Provides support to the Ministry of Agriculture with regard to trade-related issues.

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

- Administers the Human Resources policies and procedures in keeping with the Staff Order and provides general advice on Farm Management practices to Farm Planning Agencies, farmers' groups, commodity boards and individual farmers;
- Supervises and participates in the preparation of farm models;
- Plans, co-ordinates, supervises and prepares survey documents and carries out the analysis of data gathered during the Cost of Production Surveys;
- Produces the Cost of Production booklets for distribution to relevant Agencies and informs Agricultural Investors;
- Liaises with Local, Regional and International Organizations and Agencies on matters pertaining to production costs, yields, Farm Management and other Agricultural issues;
- Assists in the analysis of new competitive studies on relevant domestic crops, fruit tree crops, herbs, nutraceuticals and organic crops, by using the data gathered from the cost of production surveys;
- Provides technical assistance to local, regional and international institutions such as: UWI, FAO and CARICOM Secretariat and to farmers' groups and commodity associations;
- Supervises and assists in the design, preparation and testing of a template for the proper keeping of farm records;
- Collaborates with R&D to provide training for sheep and goats farmers and farmers producing domestic and fruit tree crops;
- Develops new cost of production estimates for greenhouse crops, fruit tree crops, nutraceuticals, herbs, livestock including small stock and organically grown crops;
- Participates in the identification and preparation of Agricultural projects for public investment.

**Human Resource:**

- Assists in the recruitment and selection of staff for the Division;
- Gives guidance, direction and support to professional staff;
- Supervises staff of the Data Analysis and Macro Planning Unit;
- Appraises documents prepared by professional staff to ensure accuracy and consistency.

**Required Knowledge, Skills and Competencies**

**Core:**

- Excellent Oral and Written Communication skills
- Excellent Interpersonal skills
- Good Planning and Organizing skills
- Excellent Customer Service and Quality Focus skills
- Teamwork and Co-operation

**Technical:**

- Good Research and Analytical skills
- Excellent knowledge of Government /Ministry's policies and procedures
- Proficiency in the use of relevant computer applications such as Excel, Microsoft Projects and SPS

**Minimum Required Qualification and Experience**

- Master's Degree in Economics or Agricultural Economics;  
**OR**
- Bachelor's Degree in Economics with Agricultural Economics;
- Three (3) years' work experience in the field of Agricultural Analysis, Farm Management applications and Planning.

**Special Condition Associated with the Job**

- Adverse working conditions may be encountered (e.g. hilly terrains when conducting Cost of Production Survey and making farm visits to develop farm plans etc.).

Applications accompanied by résumés should be submitted **no later than Thursday, 19<sup>th</sup> July, 2018 to:**

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

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.gov.jm)

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)**