



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)



**CIRCULAR No. 94**  
**OSC Ref. C.4858<sup>37</sup>**

**18<sup>th</sup> March, 2019**

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 following posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Principal Director, Economic Planning and Policy (GMG/SEG 6) – Economic Planning and Policy Division – (Not Vacant)**, salary range \$3,798,856 - \$4,515,646 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – Human Resource Management and Development Division (Human Resource Management Unit) – (Not Vacant)**, salary range \$887,418 - \$1,054,861 per annum and any allowance(s) attached to the post.

**1. Principal Director, Economic Planning and Policy (GMG/SEG 6)**

**Job Purpose**

Under the direct supervision of the Permanent Secretary, the Principal Director, Economic Planning and Policy, exercises responsibility for the co-ordination, leadership and management of the Agricultural Economic and Planning and Policy Directorate. Responsibility is exercised for the direction, development, monitoring and evaluation of the strategic planning and policy functions, as well as for the development and implementation of special programmes to support the Ministry in its pursuits of agricultural growth and viability to assist national development.

The incumbent also provides oversight for agricultural marketing and credit service and international trade matters.

**Key Responsibilities**

***Management and Administrative:***

- Participates in the development of the strategic direction of the Ministry of Industry, Commerce, Agriculture and Fisheries;
- Prepares Budget, Strategic, Divisional, Operational and Individual Work Plans;
- Provides technical advice to the Permanent Secretary, Departments, Agencies and other relevant personnel on planning and policy matters;
- Develops, implements and maintains policies and procedures to guide the operations of the Directorate;
- Provides input for the budget and other speeches, positions and technical papers for the Minister, as required;
- Collaborates with the Public Relations Division to develop a programme for the effective communication of the Ministry's policies, programmes and projects to its stakeholders;
- Formulates briefs and background papers;
- Represents the Minister at local, regional and international meetings, conferences and other fora;
- Prepares and submits Performance and other reports.

***Technical/Professional:***

***Planning and Policy:***

- Creates strategic planning framework to support the Ministry's planning functions, ensuring consistency with other management processes such as Performance Management, Project Management and Management Reporting;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (Strategic, Operational, Budget); ensures the integration of these plans and their consistency with the Government's Strategic Objectives;

- Forecasts and analyzes external variables of strategic importance to the Ministry and ensures their integration into the planning process;
- Oversees the assessment of plans from Departments and Agencies for conformity with established policies, directives and overall strategic objectives;
- Initiates and co-ordinates the development of new policies to support the work of the Ministry;
- Ensures supporting legislative changes are identified and referred to the relevant authorities for action;
- Manages and monitors the alignment of agricultural planning activities with the overall strategic thrust of the Ministry and the effective collaboration with other Ministries, Departments and Agencies;
- Oversees and ensures the development and maintenance of a comprehensive Data Management System to facilitate the collection, storage, evaluation and dissemination of Agricultural data and information.

***Project Planning and Implementation:***

- Continuously scans the internal and external environment to identify opportunities for programmes and projects, which will assist the Ministry to effectively achieve its long and short-term objectives;
- Leads the development of project proposals and participates in negotiations with International Agencies for funding and other partnership arrangements;
- Co-ordinates all National, Regional and Bi-lateral technical assistance and ensures effective collaboration with other Ministries/Agencies for project development and implementation;
- Establishes policies and procedures for the implementation, monitoring and evaluation of projects undertaken by the Ministry and ensures that the reporting requirements of all stakeholders/partners are met;
- Oversees and ensures the effective management of programmes in accordance with plan;
- Adopts a proactive approach to highlighting and initiating corrective action in cases where the achievement of project objectives may be negatively affected.

***Supervisory:***

***Human Resource Management:***

- 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 and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Department, develops and implements a Succession Planning programme for the Division to facilitate continuity and the availability of required skills and competences to meet the needs of the Division;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Provides guidance to staff through mentoring, coaching and training and participates in staff recruitment;
- Manages staff welfare and development through effective performance management and recommendations for required appointments, training and development;
- Provides excellent leadership for staff through effective communication, delegation and effective setting of objectives.

***Other:***

- Keeps abreast of trends and changes in planning and policy development in the Agricultural Sector and makes recommendations for their adoption, where necessary, to enhance the Ministry's Planning and policy development functions;
- Performs other duties as may be determined by the Permanent Secretary, from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Strong leadership skills
- Good interpersonal and people management skills
- Methodical
- Ability to use initiative

- Excellent planning and organizing skills

**Technical:**

- Good research and analytical skills
- Knowledge of the operations of the Government/Ministry
- Sound knowledge of project planning, monitoring and evaluation
- Ability to simultaneously manage/oversee multiple projects
- Ability to analyze and interpret changes in the economic, political and social environment
- Sound knowledge of planning and policy development
- Good negotiating skills
- Financial and Business Acumen
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Master's Degree in Public Policy/Administration/Public Management or Business Administration with three (3) years' experience in a planning and policy environment in the Public or Private Sector;
- or**
- Bachelor's Degree in Agricultural Economics or Economics with five (5) years' experience in a planning and policy environment in the Public or Private Sector at the senior management level.

**2. Senior Secretary (OPS/SS 3)**

**Job Purpose**

Under the direct supervision of the Director, Human Resource Management, the Senior Secretary (OPS/SS 3) is responsible for providing administrative and secretarial services and to lend support to the operations of the Human Resource Management Unit.

**Key Responsibilities**

- Provides requested information to the Director, Human Resource Management;
- Takes dictation, transcribes and composes the document on the computer;
- Sends and receives faxes as required;
- Screens and directs telephone calls to the appropriate officers;
- Opens, sorts and records incoming correspondence by stamping or otherwise affixing the date of arrival and submits to the Director for her attention or redirects correspondence to the appropriate officers;
- Distributes correspondence to the relevant officers as directed by the Director of Personnel;
- Maintains records relating to the movement of files between the Director, the Registry and other members of staff within the Ministry;
- Ensures that files are at all times available when required by the Director;
- Receives visitors, answers general enquiries and/or refers visitors to appropriate officers;
- Types letters, memoranda, reports and other documents, from hand written notes and drafts, for the Director;
- Composes and types routine letters and memoranda;
- Maintains a system of confidential files and records;
- Conducts typing tests for applicants;
- Dispatches outgoing mail;
- Requests and collects information from Salaries Unit on behalf of officers who require status letters to Embassies, High Commissions and Financial Institutions;
- Calculates, distributes and submits payment for telephone bill to the Finance and Accounts Division;
- Collects and dispatches stationery;
- Arranges meetings where necessary;
- Maintains Director's Diary and schedules appointments;
- Maintains a Bring-Up system and follows-up on responses to requests and/or directives;
- Photocopies, collates and dispatches circulars to Directors and members of staff;
- Provides secretarial duties to other members of the Personnel Unit, if required;
- Carries out other duties and responsibilities as required;
- Reproduces manuscripts and briefs prepared by the Director.

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

### **Core:**

- Good oral and written communication skills
- Ability to work on own initiative
- Good interpersonal customer relations skills
- Sound integrity
- Reliable
- Ability to work in teams
- Good planning and organizing skills

### **Technical:**

- Excellent secretarial skills
- Good use of relevant computer software applications
- Proficient keyboarding skills
- Methodical
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures

## **Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;  
**OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus four (4) to five (5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development (MIND).

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> March, 2019 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.**



**M. Tam (Mrs.)  
Chief Personnel Officer (acting)**