



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 38 **OSC Ref. C.4858⁵³**

19th February, 2026

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. **Principal Director, Policy, Planning, Development & Evaluation (GMG/SEG 6) (Mining Portfolio) – (vacant)**, salary range \$9,401,8221 - \$12,644,404 per annum.
2. **Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5), (not vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
3. **Performance Monitoring and Evaluation Analyst (GMG/SEG 2) (not vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
4. **Administrative Assistant (GMG/AM 3) – (not vacant)**, salary range \$2,190,301 - \$2,945,712 per annum.

1. **Principal Director, Policy, Planning, Development & Evaluation (GMG/SEG 6)**

Job Purpose

Under the direction of the Chief Technical Director, Policy, Planning & Project Management (GMG/CTD 1), the Principal Director, Policy, Planning, Development & Evaluation (Mining Portfolio GMG/SEG 6), is accountable for the coordination, leadership and management of the Strategic Planning, Performance Management, Monitoring, and Risk Management functions for the Mining Portfolio; as well as for the development and implementation of special programmes to support the Ministry in integrating the Corporate Strategic, Operational and Business Plans as well as the Performance Monitoring and Enterprise Risk Processes across the Ministry, its Departments and Agencies for the Mining portfolio, to support the Ministers and the Permanent Secretary in executing their responsibilities.

There is a requirement to direct and manage the development of the Ministry's comprehensive Corporate/ Strategic Business Plan, Enterprise Risk Management Framework, the various attendant Plans, and Budget (Mining Portfolio) to the required quality and standard. Thereby, enabling the Ministry to achieve its stated organizational and national policy objectives and outcomes within the available resources. The incumbent will also be required to conduct analyses of the Ministry's performance, identify, and make recommendations for improvement.

There is also the responsibility to validate projections on the impact of economic factors on the implementation of the Ministry's policies, programmes, and projects. Additionally, there is a requirement to formulate technical papers and submissions for local, regional and international agencies. Evaluate technical and professional programmes and monitor the performance and Budgetary allocations of the various Departments, Divisions and Agencies (Mining Portfolio).

Responsibility is also exercised for liaising and collaborating continuously with various stakeholders and senior representatives from the Cabinet Office, Ministry of Finance and the Public Service, Planning Institute of Jamaica and Auditor General's Department.

Key Responsibilities

Management/Administrative:

- Develops related policies and policy guidelines, Cabinet Briefs and Papers and participates in meetings and makes presentations and recommendations at the Cabinet Office, Planning Institute of Jamaica, Statistical Institute of Jamaica, Ministry of Finance, and the Public Service and for national, regional, and international organization;

- Establishes priorities, develops long range plans and provides the overall leadership and vision in guiding staff (Mining Portfolio);
- Oversees the development and updating of Corporate/Strategic/Business/Operational Procedural Manuals;
- Leads the coordination of the strategic business/operational and corporate planning process to ensure that divisions and agency plans are written in conformance with set criteria and in alignment with organizational goals and objectives (Mining Portfolio);
- Represents the Ministry at meetings, seminars, workshops and conferences locally and internationally;
- Develops, institutes and implements systems and procedures to guide the strategic corporate planning and evaluation process (Mining Portfolio);
- Proactively supports the management control process through the implementation of a performance monitoring and evaluation framework;
- Provides a framework for the monitoring of progress against plans and chairs quarterly strategic/corporate planning meetings, retreats and seminars to determine significant divergence (actual or impending) from targets set in plans and facilitates the development of strategies to close performance gaps as they are identified;
- Establishes and sustains strong partnerships with officials of local, regional and international organizations;
- Formulates papers, documents and information, as required;
- Promotes the use of best practices and the incorporation of cutting-edge developments to strengthen the strategic planning and performance monitoring and evaluation in the MOAF&M (Mining Portfolio);
- Provides technical advice to the Permanent Secretary, Heads of Sections and other personnel on policy development and risk management issues;
- Prepares performance and other reports as required, and ensures timely submission of all documents and information requested by the Permanent Secretary;
- Keeps the Permanent Secretary informed on progress in respect of achieving targets on all programmes and projects.

Technical/Professional:

- Liaises with the Permanent Secretary, Commissioners, Chief Technical Directors and the Honourable Minister on the development and monitoring of policies, plans, programmes, and budgets and on adherence to various guidelines, for example, IMF guidelines and leads to the conceptualization, planning, development, and implementation of Corporate/Strategic/Business/Operational Framework for effectiveness and efficiency of the Division (Mining Portfolio);
- Provides technical advice on related policies, systems and procedures and ensures the development and maintenance of the Communication and Information System that facilitates transparent and accessible communication with all stakeholders;
- Analyzes, reviews, and validates economic projections on select Sectors and their impact on the Ministry's policies, programmes and projects;
- Oversees the development of systems and structures design to enhance networking and provides support as required;
- Participates in negotiations with international Agencies for funding, training and other partnership arrangements;
- Monitors and reports on reporting requirements for partners and ensures that they are met;
- Leads the implementation of the Corporate/Strategic/Business Planning processes across the Ministry and its Agencies to ensure that plans are written in conformance with set criteria and objectives (Mining Portfolio);
- Directs the implementation of the Enterprise Risk Management (ERM) Framework in the Ministry its Departments and Agencies,
- Ensures that Corporate Plan targets are linked to desired policy outcomes through mission, vision statements, strategic objectives, key outputs, performance indicators and targets outlined in Corporate Plans are specific, measurable, attainable, realistic and time bounded;
- Liaises with the Office of the Cabinet and Divisional Heads to ensure that the Corporate/Business Plan is driven by desired national policy outcomes, and that targets are specific, measurable, attainable, realistic and time bounded;
- Develops within Corporate Plans, a Medium Term Financing Plan and Annual Operational Plan;
- Guides the development of the Enterprise Risk Management Programme and related KPIs.

- Ensures that the Annual Operational and Business Plans are linked to the Budget, develops, articulates, implements, and evaluates an overall financial and operational planning framework for the Ministry and facilitates the development of Agency's Corporate Plans, Medium Term Financing Plans, and the Annual Operating Plans according to Government guidelines;
- Monitors the plans and programmes to ensure that objectives are met and that the corrective activities are taken in case of deviations;
- Liaises with the Ministry of Finance and the Public Service financial and accounting personnel within the Ministry to ensure that the budget is linked to the Annual Operational Plan, Corporate Plan and Medium Term Financing Plan;
- Oversees the production of Agencies' Corporate Plans, Medium Term Financing Plans and the Annual Operating Plans according to Government guidelines;
- Ensures full stakeholder participation in the development of the Ministry's Corporate Plan and facilitates full stakeholder participation in the production of the Agency's Corporate Plans;
- Proposes corporate planning policy changes to the Chief Technical Director, Principal Director, the Ministry, and to the Ministry of Finance and the Public Service and provides functional direction and technical support across the Ministry on all aspects of planning;
- Operates a priority setting process to support the portfolio Ministry's top management in decision-making and resource allocation;
- Develops policy guidelines, objectives and procedures for the efficient operations of the Ministry;
- Provides a framework for the monitoring of progress against plans and chairs quarterly corporate planning meetings attended by chief executives of Agencies, relevant Ministry policy advisors and other key stakeholders and determines significant divergence (actual or impending) from targets set in plans and facilitate the development of strategies to close performance gaps, as they are identified;
- Develops Code of Ethics and conducts Ethical Audits as required;
- Co-ordinates the implementation of the GOJ Consultation Code across the Ministry and its agencies;
- Performs other related duties and responsibilities that may from time to time be assigned;
- Facilitates the implementation of the Corporate planning process within the Ministry and its Departments and Agencies, identifies weaknesses in the process and evaluates effective goal achievement; leads in the implementation of changes to effect improvement in the process;
- Collaborates with Agencies/Departments in the identification of training gaps and determines training programmes to address needs;
- Collaborates with Cabinet Office/MIND in the design/development of training programmes;
- Spearheads the co-ordination of the corporate planning process for the Ministry; provides strategic direction to the planning process to ensure that divisional plans are written in conformance with set criteria and in alignment to organizational mission, vision, goals and objectives;
- Leads the preparation and execution of Corporate and Operational Plans for the Ministry, its Agencies and Departments;
- Prepares the Estimates of Expenditure for the Ministry based on inputs from the various Departments and Agencies;
- Develops and implements control procedures to support the effective development and management of policies and budgets related to Enterprise Risk Management and Mitigation, Research as well as policy reviews;
- Develops and implements mechanisms to foster effective communication and reporting among assigned functions in respect to their strategic and operational plans, the achievement of targets and the effective execution of mandates;
- Monitors the assigned functional areas to ensure compliance of policies;
- Establishes and maintains communication with internal and external counterparts to ensure consultations, information flows and strengthen compliance;
- Undertakes research on various issues pertinent to the Ministry's subjects and assigned functions for greater impact on results.

Human Resources

- 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 attaining established personal and/or organisational goals;

- Participates in the recruitment of staff and recommends transfers, promotions, terminations and leave in accordance with established human resource policies and procedures;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals;
- Ensures that training and other professional developmental needs of staff are identified and adequately addressed;
- Provides leadership and guidance to staff through effective objective setting, delegation, communication, coaching, and mentoring;
- Ensures that members of the Division are aware of and adhere to the general policies, procedures and regulations of the Ministry and wider Civil Service.

Other

- Assists the Permanent Secretary in the day to day management of the Ministry, through the provision of leadership in the development and implementation of the change initiatives, and by creating and fostering a culture of high performance and customer orientation throughout the Ministry;
- Maintains clear communication with the Honourable Minister, Permanent Secretary, the portfolio agencies, Cabinet, NEPA, PIOJ, STATIN, investors in the agricultural and mining industries, the local financial sector, equipment suppliers, educational, research and training institutions, international aid agencies and other stakeholders to obtain support for policies and projects directed at both industries;
- Such other duties and responsibilities as may, from time to time, be determined by the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Customer and quality focus
- Team work and co-operation
- Interpersonal skills
- Compliance
- Integrity
- Change management
- Adaptability

Technical:

- Initiative
- Use of technology (relevant computer applications such as Microsoft Office suite)
- Managing external relationships
- Strategic vision
- Problem solving and decision making
- Analytical thinking
- Goal/result oriented
- Planning and organizing
- Leadership
- People Management
- Methodical
- Managing partners
- Impact and influence
- Technical skills
- Thorough knowledge of the Public Sector environment and the machinery of Government
- Knowledge of Public Service Regulations and Staff Orders
- Detailed knowledge of the policy development, evaluation and implementation process; energy management; and corporate planning.
- Strong research, analytical, and negotiating skills with an expressed professional and multi-disciplinary approach.
- Ability to simultaneously manage multiple assignments/projects, work under pressure and meet tight deadlines and a demonstrated ability to interface with persons of varying backgrounds.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Good project management skills

- Ability to work collaboratively with partners across the Public Sector and International Development Partners
- Knowledge of Research Methodology

Minimum Required Qualification and Experience

- A Master's Degree in Public Sector Management, Business Administration, Economic Development Policy, Development Studies, Governance and Public Policy and Social Policy or equivalent from an accredited Tertiary Institution; plus;
- At least seven (7) years' experience in senior policy management or policy advisory role or any equivalent combination of education and training that provides the required knowledge.

Special Condition Associated with the Job

- Typical office environment, no adverse working condition;
- May be required to work beyond regular working hours;
- May be required to travel island-wide and overseas.

2. Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5)

Job Purpose

Under the supervision of the Principal Director, Agricultural Economic Planning & Policy Development (GMG/SEG 6), the Senior Director, Agricultural Policy Development & Evaluation (GMG/SEG 5), is responsible for overseeing and directing the staff of the Agricultural Policy Development & Evaluation Section in developing, formulating, analysing, evaluating, coordinating, implementing, and monitoring policies for the Ministry of Agriculture and Fisheries. The incumbent will review policies in relation to other policies and programmes in order to make recommendations impacting policy development within the Ministry, leads the discussion on policy evaluation and operationalization, and oversees key policy perspective sharing across the Ministry and its Agencies, while also focusing on emerging issues facing the Agricultural Sector.

There is also the requirement to formulate technical papers and reports as well as to provide expert and authoritative technical advice to the Principal Director, Chief Technical Director, Permanent Secretary, and other senior officers.

Key Responsibilities

Management/Administrative:

- Develops and implements the strategic vision for the Branch.
- Establishes priorities, sets objectives and goals, and ensures the achievement of targets.
- Institutes measures for adherence to international best practices and standards that protect the confidentiality, integrity, and availability of critical information and data.
- Keeps abreast of current developments in the assigned areas of responsibility to guide the work of the Branch.
- Ensures that the Budgets, work programmes, Corporate and Operational Plans are accurate and consistent with organizational priorities.
- Monitors and controls the implementation of Budgets, Operational and Work Plans to ensure that work is carried out as planned, within budget, and that agreed targets are met.
- Liaises with stakeholders and establishes strong linkages and partnerships with internal and external users to ensure that stakeholders' needs are met.
- Ensures that all the required processes, systems, and controls are in place to enable the achievement of the Branch's objectives.
- Investigates complaints from clients and effects the required corrective measures.
- Supervises the preparation of reports to the Principal Director, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Convenes and attends internal committee meetings to address policy matters and executes directives as necessary;
- Represents the MoAF on committees and at meetings, webinars, seminars and conferences locally or overseas and makes presentations, as required.

Technical/Professional:

- Provides leadership and direction in the management and development of the Branch.
- Provides policy and technical advice and support to the Principal Director on policy matters.
- Conducts background policy research and analysis to support existing policies as well as proposals for new policies.
- Reviews and synthesizes research findings to identify and recommend best practices.
- Extracts, collects, and aggregates data across databases, information sources, survey responses, and other data sources; ensures data quality and examines for consistency and accuracy.
- Proactively identifies and proposes alternatives to improve the stability, performance, and accuracy of the data.
- Designs, develops, and implements a Policy Development and Evaluation Framework and related systems, regulations, and guidelines for the sectors encompassed by the MOAF.
- Ensures that the Framework is tested, refined, and fully implemented.
- Leads in the development and implementation of policies for the Agricultural Sector.
- Conducts policy analyses and makes recommendations on issues impacting industrial development (including but not limited to productivity, labour and incentives).
- Prepares technical responses to requests for comments on policy proposals from various Government entities.
- Monitors the implementation of policies, sector strategies and priority programmes.
- Participates in the development of agricultural policies for Agencies under the purview of the Ministry.
- Identifies indicators to evaluate the impact of agricultural related policies and makes recommendations for adjustments, as necessary.
- Develops performance indicators and programme evaluation criteria and methods to track policy impact.
- Tracks the implementation of policy in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmark.
- Reviews Cabinet Memoranda and Policy Papers on relevant Ministry's policy issues;
- Analyses the effects of policy proposals and amendments on Government and Ministry initiatives.
- Reviews a range of background data and information; develops policies for the enhancement of the Sector and the sustainable development of the economy.
- Monitors the impact of current policies, strategies, and plans on the Sector.
- Monitors policy trends and new developments in the Sector to ascertain the need for changes in policies or formulation of new ones.
- Liaises with various representatives of the Divisions and Departments of the MoAF and other Ministries/Agencies and representatives of the Private Sector in the development of policies.
- Develops policies and programmes for the Sector which are consistent with the
- National Plan.
- Analyses progress reports submitted by various Divisions and determines the need for additional information and advises accordingly.
- Liaises with Senior Legal Officer concerning amendments to existing legislation, as necessitated by policy changes.
- Conceptualizes and develops policy proposals.
- Develops policy options, researches their potential effectiveness and impact and makes recommendations for new policies.
- Reviews feasibility studies, quantitative, qualitative, and a range of analyses and provides timely and accurate reports and briefs for submission to the Principal Director on current and emerging issues impacting the Agricultural Sector.
- Submits to the Principal Director, CTD, and Permanent Secretary recommendations for changes in policies based on economic, social, environmental, and global conditions.
- Recommends the revision of policy guidelines in order to meet sectoral changes.
- Contributes professional expertise and policy experience and support to the Principal
- Director and team members, when needed.
- Coordinates and prepares information for local and international agencies, including
- CARICOM, IICA, CARDI, FAO and WTO.
- Writes Cabinet Submissions, Cabinet Notes, papers, studies, and briefs, as required.
- Develops presentations for diverse audiences and develops, formats for reports, charts
- /or graphs for varying documents and written and oral presentations for both internal and external audiences.

- Establishes and maintains excellent relationships with Private and Public Sector representatives and builds stakeholder networks to facilitate the collection and exchange of information;
- Develops performance indicators and programme evaluation criteria and approves methods to evaluate and track policy impact.
- Tracks the implementation of policies in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks.
- Monitors the database of policy issues and actions taken by the MoAF.
- Advises the Principal Director on potential policy problems and risks in a timely manner and proposes solutions.
- Determines the need for further policy research.
- Co-ordinates and manages stakeholder consultations to resolve policy conflicts.
- Determines policy matters that are lagging and takes corrective measures.
- Co-ordinates and collaborates with the Human Resource Team on the seminars, workshops, and conferences for internal and external stakeholders to create awareness of the procedures involved in policy development, monitoring, and analysis.
- Keeps abreast of best practices, trends, and developments in policy development and evaluation processes for their adoption, when necessary.

Human Resources

- Provides guidance to staff through coaching, mentoring, training and development initiatives.
- Provides leadership to direct reports through effective planning, delegation and communication.
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance in attaining personal and organizational goals.
- Recommends transfer, promotion, termination and leave for staff in accordance with established human resources, policies and procedures; and
- Ensures that the welfare and developmental needs of staff 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
- Performs other related duties that may be assigned by the Principal Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills.
- Excellent interpersonal and people management skills
- Excellent leadership and management skills
- Excellent analytical thinking skills
- Excellent presentation and influencing skills.
- Highly developed problem-solving and decision-making skills
- Strong research skills.
- Highly developed planning and organizing skills.
- Ability to exercise good judgement and initiative
- Ability to work effectively in a team and to work independently.
- Must maintain a strict code of ethics in working with highly confidential data

Technical:

- Advanced technical report writing and editing skills.
- Highly developed change management skills
- Good knowledge of the policies and procedures of the MoAF
- Sound knowledge of national policy environment and issues
- Sound knowledge of international best practices and trends in agricultural, policy issues.
- Good knowledge of public sector laws, regulations, and guidelines.
- Knowledge of modern approaches to policy research, development, and analysis.
- Must maintain a strict code of ethics in working with highly confidential data.
- Sound knowledge of the GOJ Public Service Regulations and related legislation and guidelines
- Proficiency in the use of software relevant to the functions of the post.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Management Studies, or equivalent qualification/training
- Training in Policy Development
- Three (3) years related experience in a comparable working environment.

OR

- Bachelor's degree in Economics, Management Studies, or equivalent qualifications/training
- Training in Policy Development
- Five (5) years related experience in a comparable working environment.

Special Conditions Associated with the Job

- May be required to work for extended hours to meet programme deadlines.
- Required to travel island-wide, including travel to remote locations.
- May be required to work for extensive periods in the field.

3. Performance Monitoring and Evaluation Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Performance Monitoring & Evaluation Analyst (GMG/SEG 3), the Performance Monitoring and Evaluation Analyst (GMG/SEG 2), is required to execute strategies to monitor and evaluate the performance of the Ministry, its agencies and Commodity Boards. The incumbent monitors and reports on the implementation of business plan objectives/targets and provide advice and guidance to improve delivery of results against plans. There is the requirement to contribute to the preparation, monitoring and evaluation of the Ministry's, Agencies, External Departments' and Outstations overall Strategic Business Plans. The post exercises responsibility for conceptualizing and recommending strategic performance monitoring and evaluation solutions in order to improve the efficiency and effectiveness of the Ministry's operations.

Key Responsibilities

Management/Administrative

- Participates in the monitoring and evaluation of programmes of the Ministry, writes reports and documents, analyzes findings, and submits findings and recommendations;
- Participates in the development of performance indicators for use in the assessment of MoAFM's programmes and projects;
- Provide technical support to internal and external stakeholders;
- Represents the Ministry at meetings, conferences and seminars, as required;
- Provide guidelines and advice to staff and external clients;
- Participates in the development and conduct of presentations and training sessions.

Technical

Strategic Planning

- Participates in the strategic planning process and in the preparation and review of the Strategic Business Plan for the Ministry;
- Monitors the achievement of objectives and targets in the Ministry's, Agencies, External Departments' and Outstations' Strategic Business Plans and reports periodically on performance;
- Informs the Director of areas where objectives and targets may be missed so that action can be taken by the PS.

Capacity Building/Quality Controlling in Planning and Performance Reporting

- Promotes the standards and guidelines for planning and performance monitoring
- Records, analyses and disseminates data including statistical information and ensures the easy access and retrieval of information;
- Participates in the periodic review of the Ministry's planning and performance framework; makes recommendations for improvement and implements recommendations as appropriate;
- Contributes to the development of Strategic Business Plans, in keeping with the Government's planning and performance framework and guidelines;
- Reviews the Strategic Business Plans for the Ministry's, Agencies, Departments and Outstations to ensure that they are aligned with the overall Strategic Plan and priorities of

Government and budget allocations and include strategies for the long-term implementation of policies and programmes emanating from Cabinet Decisions.

- Reviews the relevance and robustness of performance indicators proposed by Directors, Agency/ Department Heads and Programme/Project Managers in their plans; and work with them to develop realistic performance indicators and targets for inclusion in the business plan as required;
- Provides advice and guidance on the implementation of the PMES, and the development of business plans and performance indicators.
- Supports efforts by the Corporate Planners to build capacity within the Ministry, Departments and Agencies to plan and monitor performance effectively and in the establishment of cross-portfolio integrated plans and budgets.

Risk Management

- Collaborates with the Ministry of Finance to develop a risk management and mitigation framework for business planning; monitors its application in the planning process for the Ministry, its Agencies and External Departments.
- Evaluates business plans and all other relevant documents related to programmes, projects and policies to ensure that they have taken into account risks to successful implementation and identified mitigating actions; work with the Directors, Agency/Department Heads and Programme/Project Managers to develop recommendations on interventions that would be necessary to address these changes as required.

Results Monitoring, Evaluation and Reporting

- Participates in the development of a performance monitoring and evaluation strategy for the MoAFM;
- Collaborates with PIOJ, MOFPS and other relevant Agencies in identifying common data needs and develop the appropriate framework to facilitate the sharing of data between organizations in order to reduce duplication of requests to the Ministry;
- Conducts research to indicate benchmark studies to determine best practices with a view to underpinning performance monitoring and evaluation solutions;
- Collaborates with other Divisional staff on the establishment of a framework for the collection and collation of data, taking into account the need for timely information to be submitted to policy decision-makers;
- Establishes standards for data collection and analysis and works with the Ministry, Agencies and Departments to ensure that data is collected and analysed in line with these standards;
- Reviews performance reports of the Ministry and other performance data; analyses data to identify trends and areas, where performance can be improved; indicates where there are performance issues and remedial action needs to be taken;
- Monitors the achievement of Citizens Charter and Customer Service Implementation Plan targets by the Ministry;
- Prepares periodic reports on the implementation of Cabinet Decisions and identifies policy gaps;
- Contributes to the development of a database of performance measures, data and benchmarks;
- Collaborates with the Policy Unit in the development of policy performance indicators and programme evaluation criteria and methods based on evaluation of performance against targets as required.

Required Knowledge, Skills and Competencies

Core:

- Ability to build and sustain partnerships with members of staff and senior managers within the Ministry, Agencies and Departments
- Ability to build consensus and promote collaboration
- Demonstrated analytical skills
- Demonstrated problem-solving and decision-making skills
- Good advocacy and negotiating skills
- Strong interpersonal skills
- Strong team working and cooperation
- Excellent written and oral communication skills
- Excellent presentation skills
- Good quality and customer focus skills

Technical:

- Good assessment skills
- Ability to analyze multiple data streams to provide business intelligence that clearly illustrates impact, performance and trends
- Ability to interpret spreadsheets and statistical data
- Experience in evaluation, monitoring and results-based management
- Demonstrated understanding of the planning and budgetary process in the Public Sector

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Financial Management, Management Studies, Public Administration or any related Social Science discipline
- Exposure to training in strategic planning, performance monitoring and evaluation and/or performance management
- At least four (4) years related experience working within a strategic planning or performance evaluation-related field

Special Conditions Associated with the Job

- Required to conduct site visits and surveys for programmes, projects and other initiatives.

4. Administrative Assistant (GMG/AM 3)**Job Purpose**

Under the direction of the Senior Director, Strategic Planning, Performance & Risk Management (GMG/SEG 5), the Administrative Assistant (GMG/AM 3), provides administrative and technical support to the Branch.

Management/Administrative

- Collates Plans/Data/Reports from various Division/Branches of the Ministry and Agencies information which the Division needs for plans and reports;
- Acts as a focal point for the dissemination of information within the Branch;
- Assists the Senior Director, Strategic Planning, Performance & Risk Management in finding out problems, and providing the necessary information sought;
- Prepares and maintains a log of assignments to the Branch to aid the Ministry's MOAF's compliance;
- Provide a framework for tracking team's assignments;
- Provides support to the Branch for meetings and events planning;
- Attends meetings, workshops/ seminars and conferences and other events;
- Records, sorts, and dispatches in-coming and out-going correspondence;
- Updates files and procedural manuals;
- Updates and maintains Attendance Register and prepares productivity monthly report;
- Receives and routes telephone calls;
- Records and delivers all correspondence for the Branch;
- Procures all the necessary supplies, equipment and services for the Branch, including ensuring invoices are paid;
- Assists the Senior Director in preparing budget, cash flow and procurement plan for Branch;
- Maintains inventory of the Branch supplies and equipment;
- Updates leave records and submits leave applications on behalf of staff to the Director of Human Resource Management Division;
- Maintains a register of all stakeholders needed to inform on development of plans and reports;
- Ensures that customers' expectations are met.

Technical and Professional

- Prepares and submits Plans, Reports, Minutes, Agenda and other documents including the Minister's Report;
- Organizes, monitors and updates planned programmes, activities, and appointments;
- Reviews documents to ensure mainstreaming of cross-cutting themes such as gender and climate change;

- Assist with preparing a range of official and routine documents including the Ministry's Reports and correspondence;
- Conducts site visits and surveys for programmes, projects, and other initiatives;
- Co-ordinates meetings convened by the Branch including planning attendance rosters for meetings;
- Co-ordinates responses to external requests for information and advises on SPP&RM matters, as directed;
- Provides secretarial and administrative support to internal and external meetings, which includes drafting agenda, recording, and transcribing minutes and circulating documents for meetings, seminars, and conferences;
- Prepares/compiles appropriate meeting documents and ensures follow through with post-meeting actions and decisions;
- Maintains an up-to-date database of confidential and classified data and records;
- Assists in maintaining effective liaisons with Ministry personnel, Agencies, sector interests and external organizations;
- Performs administrative support for gender mainstreaming activities in the Ministry for both internal and external stakeholders;
- Conducts research and provides information to Unit's staff and other internal personnel;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral communication
- Good written communication
- Ability to demonstrate initiative
- Of good integrity
- Good interpersonal skills
- Good customer and quality service skills
- Good team-work and cooperation

Technical

- Good Basic Accounting
- Proficient in the use of relevant office applications
- Good planning & organizing skills
- Good leadership skills
- Sound knowledge of office operations and practices
- Knowledge of the operations of Government/ Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Associate Degree in Management Studies/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
 - At least three years in (3) years' experience in an administrative capacity
- OR**
- Diploma in Business Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualification.
 - At least four years in (4) years' experience in an administrative capacity

Special Conditions Associated with the Job

- Typical office environment working conditions
- May occasionally be required to work beyond normal working hours and on weekends.
- Officer is required to travel in the execution of duties.
- Possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

Applications accompanied by résumés should be submitted **no later than Wednesday 4th March, 2026 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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal flourish extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**