



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
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 39 **OSC Ref. C. 4858⁵⁴**

2nd March, 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 be assigned to the post of **Agricultural Trade Officer (SOG/ST 7) (not vacant)** in the **Ministry of Agriculture, Fisheries and Mining (Hope Gardens, Kingston)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general supervision of the Senior Director, Trade in Agriculture (SOG/ST 9), the Agricultural Trade Officer (SOG/ST 7), participates in the planning, co-ordinating, and implementation of activities relating to international trade and the negotiation of trade agreements for the Agricultural Sector.

The incumbent also provides advice and recommendations on agricultural trade matters, conducts research on trade issues, and formulates recommendations to support the strengthening of Agricultural Trade, Trade Negotiations, and Agreements.

Key Responsibilities

Management/Administrative:

- Develops systems and procedures to facilitate the achievement of work assigned;
- Keeps abreast of cutting-edge trends and developments and makes recommendations for possible implementation;
- Assists the Director in the monitoring and assessment of the Agricultural Trade and Economic agreements including the following Trade Agreements/Arrangements which are at varying stages of implementation:
 - The World Trade Organization (WTO) Multilateral Agreement
 - The CARIFORUM/EU, Economic Partnership Agreement (EPA)
 - The Caribbean Basin Initiative (CBI)
 - The CARIBCAN, Canadian Trade Arrangement
 - The Caribbean Single Market and Economy (CSME)
 - The CARICOM/Venezuela Free Trade
 - The CARICOM/Dominican Republic Free Trade Agreement
 - The CARICOM/Cuba Bilateral Co-operation Agreement
- Collates and compiles data from various sources and submits them to the Senior Director
- Contributes to the preparation and follow-up of relevant Agricultural Trade dialogue/meetings and sub-committees;
- Prepares sector information and data to inform Trade Negotiations;
- Participates in the provision of inputs for the budget speeches and technical papers, as required;
- Supports the Senior Director, Trade in Agriculture in the preparation of presentations to internal and external public, during international and local seminars and meetings;
- Represents the Ministry at meetings, seminars, workshops locally, regionally, and internationally;
- Participates in negotiations on behalf of the Ministry and stakeholders in the Sector;
- Contributes to the development of proposals for the removal of trade barriers and constraints;
- Researches, prepares, and provides information to the WTO and other international organizations, on request;
- Participates in the promotional and communication activities of the Unit by making presentations and providing written inputs to Newsletters and reports which are then submitted to the Webpage, Trade Webpage and relevant social media of the specified delegations;

- Ensures that trade policies are clearly articulated in the formulation of plans, policies, and programs for the Agricultural Sector;
- Reviews and analyses macro-economic indicators and their effects on Trade in the Agricultural Sector and submits recommendations for appropriate policy revisions, where necessary;
- Conducts empirical analyses to determine the extent to which particular products can compete in the local and international marketplace;
- Monitors and assesses trade and economic negotiations, as directed;
- Tracks, evaluates, and reports on major developments in the international trade and economic environment;
- Ensures the maintenance of databases for the Unit;
- Prepares updates for the WTO regularly on the Agricultural Sector's implementation of WTO Agreements;
- Collaborates with the Public Relations Division to ensure that Trade development and events are adequately promoted and publicized;
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Any other related duties assigned by the Senior Director, Agricultural Trade.

Required Knowledge, Skills and Competencies

Core:

- Good analytical thinking skills
- Good research, editing, and creative skills
- Good planning and organising skills
- Good oral, written, and presentation skills
- Good interpersonal and people management skills
- Good problem-solving and decision-making skills
- Ability to exercise good judgement
- Good impact, influencing and networking skills
- Ability to manage partners and external relationships
- Excellent teamwork and co-operations skills
- Able to demonstrate initiative
- Must maintain a strict code of ethics in working with highly confidential data

Technical:

- Good knowledge of International Trade Laws, Policies, and Agreements
- Good knowledge of Trade and economic policies of Jamaica/CARICOM Countries and specific Regional and International Organizations
- Good knowledge of the Agricultural Sector
- Knowledge of International Business and International Relations
- Good knowledge of the Government policies and procedures
- Sound knowledge of Data Analysis and the relevant Research Techniques and Principles
- Knowledge of Negotiations
- Proficiency in the use of the relevant Computer Application

Minimum Required Qualification and Experience

- Bachelor's Degree in International Trade/International Relations/International Business, Agriculture, Economics or related field in the Social Sciences, including courses in International Trade/Relations.
- Three (3) years' experience in International Trade/ International Relations.

Special Condition Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast-paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Required to travel locally and overseas to attend conferences, seminars, and meetings.
- Required to work for extensive periods to meet deadlines.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 13th 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 stroke extending to the right.

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