



## Office of the Services Commissions

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### **CIRCULAR No. 91** **OSC Ref. C.4858<sup>53</sup>**

**5<sup>th</sup> May, 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 the following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Research Officer (SOG/ST 6)**, salary: \$5,198,035 per annum.
2. **Agricultural Database Administrator (MIS/IT 5)**, salary: \$4,266,270 per annum.
3. **Web Designer (MIS/IT 4)**, salary: \$3,501,526 per annum.
4. **Liaison Officer (GMG/AM 4)**, salary: \$2,803,771 per annum.
5. **Administrative Assistant (GMG/AM 3)**, salary: \$2,190,302 per annum.

#### 1. **Research Officer (SOG/ST 6)**

##### **Job Purpose**

Under the supervision of the Director, Data Analysis & Design (SOG/ST 8), the Research Officer (SOG/ST 6) supports data-driven decision making by conducting research, analyzing trends, and designing models that optimizes agricultural productivity, sustainability, and policy development.

The incumbent also participates in gathering and interpreting data related to crop yields, the collection, tabulation, analyses, and interpretation of data to facilitate the marketing of agricultural products and provides actionable insights to enhance operational efficiency and strategic planning.

##### **Key Responsibilities**

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

- Assists in the development of objectives, work schedules, and plans for performing the duties of the Section;
- Participates and attends meetings, conferences, workshops, and seminars, as required.
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and Organization's goals;
- Prepares and submits reports/documents, as required.

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

- Conducts research, collects agricultural data, and analyzes trends to support evidence-based decision making;
- Create statistical models and forecasting tools to predict outcomes and improve agricultural planning;
- Provides data-driven recommendations for agricultural policies, resource allocation, and sustainability initiatives;
- Conducts field visits to collect information;
- Conducts qualitative or quantitative surveys;
- Participates in the writing of research proposals;
- Gathers, tabulates, and analyses data for market demand studies;
- Produces feasibility studies and reliable market research utilizing SWOT, PEST and Porter's Five Forces analytical frameworks;
- Provides updates as required by the Statistician/Director;

- Prepares data summaries, reports, analyses that include results, charts or graphs to document research findings and results;
- Represents the Unit at meetings, conferences, and workshops;
- Liaises with other Agencies including STATIN and PIOJ to obtain relevant available data;
- Conducts demands studies and produces reports to provide information for supervisors;
- Ensures that retail prices are collected at corporate area supermarkets on a weekly basis to ascertain the supply and demand for various agricultural products;
- Conducts price studies in assigned geographic areas to analyze prices and to ascertain movements on the market;
- Keeps abreast of trends and developments in the field of marketing research;
- Visits agro-processors to determine the needs for agricultural raw material.

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

#### ***Core:***

- Good planning and organizing skills
- Good oral communication skills
- Good written and presentation skills
- Good interpersonal and networking skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good teamwork and cooperation skills
- Excellent customer and quality focus skills
- Ability to use initiative
- Of strong integrity
- Ability to manage external relationships

#### ***Technical:***

- Knowledge of the policies and procedures of the Ministry
- Strong research and marketing skills
- Good research skills
- Knowledge of the agro-processing industry
- Knowledge of agricultural marketing research
- Sound knowledge of the poultry industry
- Knowledge of relevant market research techniques and principles
- Knowledge of writing technical reports.
- Very good knowledge of data analysis and evaluation
- Proficiency in the use of relevant computer applications

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

- Bachelor's Degree in Marketing, Agriculture, Economics or related field in the Social Sciences, including courses in Marketing and Research
- Training in Marketing
- Three (3) years' experience in the field of Agricultural Marketing Research

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

- Travelling island-wide and overseas to attend meetings and seminars

## **2. Agricultural Database Administrator (MIS/IT 5)**

### **Job Purpose**

Under the supervision of the Director, Agricultural Information Systems, (MIS/IT 7), the Agricultural Database Administrator (MIS/IT 5), is responsible for designing, developing implementing and maintaining databases and computer applications to satisfy the specific needs of the Branch to collect, store and disseminate agricultural productions and marketing data to all stakeholders.

### **Key Responsibilities**

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

- Participates in the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Maintains customer service principles, standards, and measurements;
- Prepares and submits monthly/quarterly/annual reports on activities.
- Attends Committee meetings and executes directives, as necessary;
- Represents the Director/Section at meetings, conferences, workshops and seminars.

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

- Develops and maintains current listings and registries of agricultural stakeholders at all critical points on the production and marketing chain for all crops and livestock;
- Develops and maintains relevant databases to ensure the delivery of a modern agricultural marketing information system that is capable of collecting and disseminating real-time price and availability information through the production and market chains;
- Delivers complete, accurate and timely reports from databases and applications systems;
- Provides detailed reports on farming demographics, production and availability of agricultural products;
- Assists in the development of logical and physical specifications;
- Assists Divisional staff in identifying necessary software and data analysis tools and provides training and guidance in the use of these tools;
- Installs databases and application software and applies fixes, when necessary;
- Revises existing programmes to increase operation proficiency or adapt programmes to new requirements;
- Monitors programme development schedules and targets to ensure that objectives and goals are met and to, when necessary, institute corrective measures;
- Reviews and evaluates software solutions specific to the needs of the Division, existing or to be required and makes appropriate recommendations;
- Keeps abreast of statistical software development trends and make recommendations for training and professional development programmes;
- Performs any other related duties which may be assigned from the Director, Agricultural Information Systems, Principal Director Agricultural Marketing Information and Incentives.

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

#### ***Core:***

- Excellent interpersonal skills
- Excellent teamwork and cooperation skills
- Excellent oral communication skills
- Excellent written communication skills
- Strong analytical thinking skills
- Excellent problem-solving and decision-making skills
- Strong customer and quality focus skills
- Good and organizing skills
- Good judgment and conceptual skills
- Good strategic vision skills
- Ability to influence and motivate others
- Ability to use initiative
- Integrity
- Good change management skills

**Technical:**

- Excellent interpersonal skills
- Excellent teamwork and cooperation skills
- Excellent oral communication skills
- Excellent written communication skills
- Strong analytical thinking skills
- Excellent problem-solving and decision-making skills
- Strong customer and quality focus skills
- Good and organizing skills
- Good judgment and conceptual skills
- Good strategic vision skills
- Ability to influence and motivate others
- Ability to use initiative
- Integrity
- Good change management skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Computer Science/ICT/Management Information Systems or related field or equivalent
- Four (4) years experience as a Programmer/Database Administrator
- A background of working in Agriculture and/or training in Agriculture or Biological Systems would be an asset.
- Experience in working with Statistical Software and Statistical Databases

**Special Conditions 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.
- Maybe required to travel island wide in execution of duties.
- Exposure to computer monitor for long periods.

**3. Web Designer (MIS/IT 4)****Job Purpose**

Under the direct supervision of the Director, Agricultural Information Systems (MIS/IT 7), the Web Designer (MIS/IT 4) is responsible for the design, development, and maintenance of Websites and Intranets to support the marketing information requirement of the Ministry. The incumbent will also be responsible for effectively enhancing the Ministry's marketing thrust with his/her knowledge of current web technologies and systems.

**Key Responsibilities*****Management/Administrative***

- Participates in the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Maintains customer service principles, standards, and measurements;
- Prepares and submits monthly/quarterly/annual reports on activities;
- Represents the Section at meetings, conferences, workshops, and seminars.

***Technical***

- Collaborates with the Principal Director and Director, Agricultural Information Systems on website, dissemination methods, and data capture interfaces;
- Constructs web pages and reports in accordance with content supplied and required/industry standards and timeframe;
- Designs, applies, and maintains appropriate graphical content on Websites;
- Ensures provision for user search, feedback, and links to associated Websites;
- Identifies and communicates to the Director, Agricultural Information Systems any technical problems related to Website and intranet development/maintenance;
- Analyzes Website traffic using site analysis tools and prepares management reports;

- Monitors Website accuracy and ensures periodic content update;
- Monitors Website queries/comments and dispatches appropriately for action;
- Monitors the security of the Website giving due consideration to constantly emerging threats;
- Ensures that all security systems and measures are always in place and in effect;
- Assists with monitoring user access and privileges for web based applications;
- Investigates system errors and reports or corrects such errors;
- Ensures that the Ministry's marketing thrust is effectively enhanced by the promotion of current web technologies and systems;
- Researches and recommends new technologies to enhance the Agricultural Marketing Information and Incentives Branch;
- Adopts and implements new technologies as agreed through discussions with the Principal Director and the Director, Agricultural Information Systems;
- Assist in the preparation of data forms and data capture mechanisms, checking of completed forms, and data entry for the analyses and summary of survey and other data;
- Any other duties and responsibilities assigned from time to time by the Principal Director, Agricultural Marketing Information and Incentives and the Director, Agricultural Information Systems.

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

#### **Core:**

- Good interpersonal skills
- Good teamwork and cooperation skills
- Good oral communication skills
- Good written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Strong customer and quality focus skills
- Good planning and organizing skills
- Ability to influence and motivate others
- Ability to use initiative
- Integrity
- Creativity, innovation, and keen attention to details

#### **Technical:**

- Good interpersonal skills
- Good teamwork and cooperation skills
- Good oral communication skills
- Good written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Strong customer and quality focus skills
- Good planning and organizing skills
- Ability to influence and motivate others
- Ability to use initiative
- Integrity
- Creativity, innovation, and keen attention to detail

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

- B.Sc in Computer Science, Graphic Design or related field.
- A background of working in agriculture and/or training in Agriculture or Biological Systems would be an asset.
- Two (2) years experience in web related programming

### **Special Conditions Associated with the Job**

- Critical deadlines to be met.
- Prolonged period sitting at a desk and working on a computer.

#### **4. Liaison Officer (GMG/AM 4)**

##### **Job Purpose**

Under the direction of the Director, Agricultural Information Systems (MIS/IT 7), the Liaison Officer (GMG/AM 4) is responsible to provide and maintain an effective web-based interface for the collection, dissemination of marketing intelligence and technical information to the farming community and the general public.

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

- Assists in the development of objectives, work schedules, and plans for performing the duties of the Section;
- Represents the Ministry/Director/attends meetings, conferences, workshops, and seminars, as required;
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and Organization's goals;
- Prepares and submits reports/documents as required.

##### ***Technical and Professional***

- Prepares and submits reports on database maintenance and network administrative activities;
- Researches and analyses data, compiles information, develops and prepares reports from Agencies/Private Sector;
- Responds to queries from internal and external clients;
- Consults with various Agencies regarding design, implementation and facilitation of technology services for the collection and reporting of statistical data;
- Designs and manages systems for the dissemination of statistical data and reports to internal and external clients;
- Assists in the design, maintenance and management of a communication and information system that provides accurate and current agricultural marketing intelligence to stakeholders;
- Provides, maintains and carries out periodic evaluations of data collection and reporting systems within the Ministry;
- Updates web-based interface for the collection of agricultural data by RADA and other field officers;
- Ensures that the current needs of internal and external clients are met;
- Ensures the accuracy and integrity of data on the database;
- Liaises with the RADA and other stakeholders in the conversion of technical information and recommendations into web-enabled interfaces;
- Liaises with other disciplines for coordination purposes;
- Assists with the preparation of Weekly, Monthly and Annual Reports;
- Initiates, and generates technical instructions, site needs and other sites observation;
- Coordinates work, questionnaires, provides information and deals with queries;
- Responds to complaints and seek to resolve concern;s
- Deals with people issues in a positive manner and ensures that satisfaction is achieved;
- Establishes an effective communication system and maintains a good relationship with RADA and other Agricultural Agencies;
- Researches and collates information from Private Agencies and the Private Sector for analyses and decision-making;
- Retrieves data from Agencies, the Private Sector and other agricultural stakeholders to support marketing intelligence information;
- Inputs and maintains the computerized database collected from farmers, RADA Officers and other stakeholders concerning marketing information;
- Trains users in system operation;
- Coordinates organizational programme needs with an information technology system
- Develops and reviews user training materials;
- Maintains a reliable backup and recovery plan for system data;
- Designs data tables and database queries to produce reports;
- Performs other related duties and responsibilities assigned by the Director, Agricultural Information Systems, Principal Director, Agricultural Marketing Information and Incentives.

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

### **Core**

- Good planning and organizing skills
- Good analytical thinking skills
- Good teamwork and cooperation skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good oral communication skills
- Good written communication skills
- Good problem-solving and decision-making skills

### **Technical**

- Expert knowledge of database/data collection applications software
- Good knowledge of Information Technology and Web Browsers
- Ability to read and interpret technical material
- Excellent knowledge of the Agricultural Sector
- Good research and report-writing skills
- Knowledge of the operations of Government/Ministry's policies and procedures

## **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agriculture or Statistics with exposure to Agricultural Science, Computer Science or equivalent from an accredited Tertiary Institution
- A background of working in Information Technology and usage of statistical software would be an asset.
- Two (2) years working experience in a related area.

## **Special Conditions Associated with the Job**

- Exposure to computer monitor for long periods
- Requires interaction with other IT professionals internally and externally.
- Being able to meet specific deadlines.

## **5. Administrative Assistant (GMG/AM 4)**

### **Job Purpose**

Under the direction of the Director, Agricultural Information Systems (MIS/IT 7), the Administrative Assistant (GMG/AM 3) is responsible for the provision of administrative support for the Section and liaises with other Divisions, Branches, and external Agencies on behalf of the Director. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of files, thus ensuring the smooth operation of the Section. Additionally, the incumbent provides support for the preparation of the Division's plans and reports as well as for meetings and events planning.

### **Key Responsibilities**

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

- Receives, reads, and screens incoming correspondence and reports; makes preliminary assessment of material and follows up to ensure that action is completed;
- Accesses and sends e-mails via the internet;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs a range of administrative duties including preparing invoices, estimates, coordinating meetings, etc.;
- Receives and screens visitors prior to audience with the Director;
- Manages the Director's Appointment Diary including liaising with internal and external personnel, as necessary;
- Responds to requests, inquiries, and complaints from organizations and the general public;
- Refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes Minutes for circulation;

- Conducts research, collates, sorts, and disseminates information, as required;
- Researches and collates documents for conferences and press briefings;
- Responds to routine correspondence;
- Monitors matters that have been passed to Officers' desks for action;
- Accompanies the Director to meetings, seminars, and conferences, takes notes, and records minutes, as required;
- Arranges meetings, conferences, and other events as directed by the Director by notifying participants, arranging accommodation, preparing agendas and material for presentation and information;
- Writes itineraries and arranges site visits;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Director's signature;
- Ensures compliance within budgetary constraints;
- Keeps records of all deadlines to be met and important matters to be dealt with and interfaces with the relevant officers.

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

#### **Core**

- Good interpersonal skills.
- Good oral communication skills
- Good written communication skills.
- Excellent customer and quality focus skills
- Good problem-solving and decision-making skills.
- Good planning and organizing skills
- Good analytical thinking,
- Excellent teamwork, and cooperation
- Ability to demonstrate a high level of initiative and integrity.
- Ability to demonstrate a high level of confidentiality, and professionalism.

#### **Technical**

- Good knowledge of general office administration and procedures.
- Good minutes and report writing skills.
- Good presentation skills.
- Ability to transcribe material in a clear, accurate and an acceptable manner.
- Good records and file management skills.
- Proficiency in the use of Microsoft applications.
- Sound knowledge of manual and web-based research techniques.
- Good knowledge of the operations of the Government/ Ministry
- Proficiency in speed writing and typewriting would be an asset

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

- Associate Degree in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
  - Three (3) years' experience in an administrative capacity.
- OR**
- Diploma in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications
  - Four (4) years' experience in an administrative capacity.

### **Special Conditions Associated with the Job**

- May be required to travel with the Director to meetings, conferences, and seminars Island wide.
- Required to meet tight deadlines
- May be required to work on weekends and holidays.

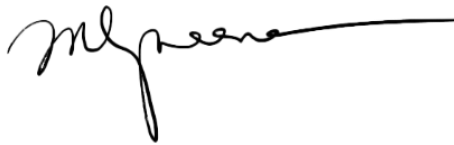
Applications accompanied by résumés should be submitted **no later than Monday 18<sup>th</sup> May, 2026 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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)**