



Office of the Services Commissions

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CIRCULAR No. 157 **OSC Ref. C.4858⁵⁵**

14th August, 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 the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Enterprise Risk Management Analyst (GMG/SEG 3) (vacant) – Policy, Planning & Project Management Division**, salary: \$5,198,035 per annum.
2. **Administrative Assistant (GMG/AM 3) (not vacant) – Policy, Planning & Project Management Division**, salary: \$2,190,302 per annum.

1. Enterprise Risk Management Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Enterprise Risk Management, the Enterprise Risk Management Analyst, is responsible for assisting with the development and management of the enterprise risk management framework and programmes for the Ministry and its subjects that ultimately supports the achievement of business objectives and goals.

Key Responsibilities

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements.

Technical/Professional:

- Collects information and reviews documentation to ensure that risk scenarios are identified, documented and evaluated;
- Identifies legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of Enterprise Risk;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;

- Monitor and communicate Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer and quality focus skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others

Technical:

- Sound understanding of enterprise risk management frameworks and tools
- Must be able to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters
- Practical and commercial approach to problem solving
- Sound understanding of Research Methodology
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on programme/project budgets
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Risk Management, Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Risk Management;
- A minimum of five (5) years related experience.

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;
- Will be required to travel locally and overseas to attend conferences, seminars and meetings.

2. 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.

Key Responsibilities

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:

- 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;
- Coordinates meetings convened by the Branch including planning attendance rosters for meetings;
- Coordinates 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;
- Assist 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.

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 License.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 27th August, 2026, to:**

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

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.



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