



Office of the Services Commissions

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CIRCULAR No. 172
OSC Ref. C. 4858⁵⁴

7th September, 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 **vacant post of Director, Agricultural Land Management (SOG/ST 9) in the Agricultural Land Management Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary: \$7,716,512 per annum.

Job Purpose

Under the general direction of the Chief Technical Director, the Senior Director (SOG/ST 9), **exercises** responsibility for the coordination, leadership and management of the Agricultural Land Management Division. Responsibility is exercised for the development, monitoring and implementation of the portfolio policies, programmes, projects and related activities and for driving the revision, modernization and implementation of policies and standards. Developmental work, includes guiding the planned systematic development of the lands in the Agricultural Sector; and facilitating the sustainability requirements of the Land Sector.

The incumbent creates and maintains linkages with environmental agencies, promotes environmental sustainability and harmony with competing forms of land use.

Key Responsibilities

Management/Administrative

- Directs the alignment of the Branch's Corporate/Operational Plans and Budget with the Ministry's strategic objectives and priority programmes;
- Participates in and coordinates the development of the strategic direction of the Ministry;
- Reviews, analyses and evaluates plans and programmes for the Division;
- Formulates recommendations, proposals or guidelines together with explanatory background papers detailing the implications of proposals and the consequences of proposed action in terms of cost and effect;
- Examines reports submitted by Officers, deciding upon courses of action to be taken and gives directions for implementation;
- Promotes the strategic environment for the Agricultural Land Management Portfolio by ensuring that Government Lands are effectively utilized and that government's strategic objectives for agriculture and rural development are achieved;
- Coordinates and monitors the work of the Division;
- Reviews and approves the setting of objectives and goals and ensures the achievement of targets;
- Develops and reviews the Annual Budgets, Strategic, Corporate and Operational Plans;
- Liaises with other Agencies and Ministry Officials, representatives of the private sector, farmers, tertiary institutions, non-government organizations, regional and international agencies to achieve objectives;
- Oversees the developmental strategies and approaches for sustainable agricultural land management;
- Reviews and approves new methodologies and models for the management of agricultural lands with due regard to mitigation of land degradation, environmental protection and conservation as well as disaster preparedness;
- Represents the Division at meetings, seminars, workshops, conferences and other fora.

Technical/Professional

- Oversees the development of and approves policy instruments for the Land Divestment Programme and the Agricultural Land Policy;
- Leads investigations on a variety of agricultural land issues and submits reports;
- Utilizes best practices, proper planning and management to maximize effective land development and usage;

- Participates in the review of the policy and legislative framework necessary to promote and facilitate the use of GIS in the agricultural sector;
- Provides guidance/advice to the Honorable Minister, Permanent Secretary, Chief Technical Director and other Managers and Planners, farmers and stakeholders on rural planning matters;
- Oversees the development, coordination and implementation of research papers, surveys, strategies, proposals and programmes;
- Coordinates the planning, development and implementation of policies, programmes and standards and maintains a system of review;
- Provides technical advice and coordinates and participates in the development of new or amended legislation and attendant policies and guidelines;
- Informs and educates stakeholders on the objectives and targets of the Division;
- Participates in the promotion and marketing activities to position the Division's services and products;
- Creates linkages with environmental and land agencies to promote and maintain environmental sustainability and harmony with competing forms of land use;
- Develops and maintains appropriate partnerships with Ministry and Agency heads, private sector representatives, national, regional and international agencies and a variety of other stakeholders on policy development and implementation and generally on land related issues;
- Develops collaborative programmes and projects with local and international tertiary institutions;
- Undertakes the necessary preparatory steps and reviews the Agricultural Land Use Policy;
- Investigates complaints, delays, reports on issues, identifies conflicts and implements or recommends corrective action;
- Develops and conducts lectures and presentations to stakeholders and interest groups on Agricultural Land Management responsibilities and delivers technical papers/ documents;
- Keeps abreast of emerging Land Management principles, procedures and practices/guidelines to improve land management capability, resilience, support sound decision-making.

Human Resource Management

- Defines areas of responsibility and authority and lines of communication in the various offices;
- Interprets policy directives concerning programmes and procedures to keep staff abreast of operational and administrative changes, devising procedures and gives oral and written directives;
- Establishes performance standards to improve operations and delegates cases according to their complexity with the appropriate technical guidance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Develops and sustains teamwork, unity and commitment to the organization's goals;
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, disciplinary action in accordance with Human Resource practices and guidelines;
- Monitors and evaluates the performance of direct reports, prepared performance appraisals and recommends and or initiates corrective action where necessary to improve performance and or attaining established personal or organizational goals;
- Develops and implements a succession planning programme in collaboration with the Human Resource Division to facilitate continuity and the availability of the required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance, through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff are identified and addressed;
- Performs any other related duties assigned by the CTD, Permanent Secretary, Minister.

Required Knowledge, Skills and Competencies

Core:

- Excellent written communication skills
- Excellent oral communication skills
- Excellent leadership and management skills
- Excellent planning and organizing skills
- Excellent analytical, judgement and decision-making skills
- Good strategic vision
- Excellent negotiating skills

- Excellent interpersonal skills
- Excellent problem-solving skills
- Methodical
- Ability to manage external relationships
- Ability to manage partners
- Managing the client interface
- Change Management
- Integrity
- Good business acumen

Technical:

- Thorough understanding of land-use frameworks and policy instruments and their impacts on agricultural land management
- A good understanding of priority policy issues in Agriculture and their relationship to the National Industry.
- Thorough knowledge of the operations of the Ministry and Government's policies and procedures.
- Thorough knowledge of appropriate policies and legislative issues in land management, particularly as it relates to agriculture.
- Ability to build and maintain strong linkages with representatives in the Ministry and other Government Agencies, Private, Regional and International Agencies.
- Proficiency in the use of relevant Computer Applications.
- Project Management.

Minimum Required Qualification and Experience

- Masters' Degree in Agriculture, Planning, Rural Development or a related discipline/the Earth Science or Physical Sciences, Land/Estate Management, Environmental Management.
 - At least three (3) years' experience in a similar role or at the senior management level
- OR**
- B Sc. Degree in Agriculture, Planning, Rural Development, the Social Sciences for example Land/Estate Management, Environmental Science or a related discipline with six (6) years related experience.

Special Condition Associated with the Job

- Travelling locally and overseas
- Extensive working hours

Applications, accompanied by Résumés, should be submitted **no later than Friday, 18th September, 2026, to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries & 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.



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

