



Office of the Services Commissions

(Central Government)
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8th 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 **Principal Director, Agriculture Economic Planning & Policy Development (GMG/SEG 6)** in the **Agricultural Economic Planning & Policy Development Branch, Hope Gardens, Kingston**, salary: \$9,401,821 per annum.

Job Purpose

Under the general direction of the Chief Technical Director- Policy, Planning & Project Management (GMG/CTD 1), the Principal Director – Agricultural Economic Planning & Policy Development (GMG/SEG 6), oversees and directs the operations and staff of the Agricultural Economic Planning & Policy Development Branch. This involves developing, managing, and implementing plans, programmes and other activities of the following Sections: Agricultural Economic Planning, Agricultural Policy Development & Evaluation, and Trade in Agriculture.

The incumbent also actively leads and influences the implementation of corporate and operational plans in order to achieve the strategic objectives of the Ministry. This is achieved through strategic leadership, management, and technical oversight and involves coordinating the work of the Branch to ensure effective facilitation of consensus decision-making, strategic thinking and team building as well as developing policies to ensure the efficient management and development of the Branch.

Additionally, the Principal Director provides high-quality technical advice, technical briefs and papers for submission to the Permanent Secretary and Minister on matters relating to the Branch's portfolio. There is also a requirement for the incumbent to represent the Branch and Ministry at meetings, seminars and conferences and to participate in negotiations with Bilateral and Multilateral Organizations and at other for a as well as to create strategic linkages with local and international stakeholders.

Key Responsibilities

Management/Administrative

- Establishes priorities, develops long-range plans, and provides the overall vision and leadership for guiding staff;
- Provides direction and leadership to staff and oversees and manages the Branch's operations and activities;
- Creates the policy, planning, management, and research framework to promote and incorporate the use of best practices;
- Develops plans, programmes, projects, and activities to facilitate the efficiency and effectiveness of the Branch;
- Develops the Strategic, Corporate and Operational Plans and appropriate budgets and manages funds required for various programmes/projects managed by the Branch;
- Ensures that the administrative systems and procedures are in place to facilitate the smooth operations of the Branch;
- Ensures that administrative systems and procedures are in place to facilitate the smooth operations of the Branch;
- Examines reports, briefs and assignments submitted by officers, advises on courses of action to be taken and formulates recommendations and directions for implementation;
- Prepares monthly, quarterly, annual, situational and status briefs, technical papers and reports; and
- Liaises with representatives in Ministries, Agencies, Departments and Private Sector organizations and other relevant stakeholders to share information on related portfolio issues.

Technical/Professional

- Provides strategic direction, management and leadership for the staff of the Division;
- Provides technical and policy advice to the Permanent Secretary and Minister;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, budget);
- Ensures the integration of these plans and their consistency with the Government's strategic objectives strategic thrust of the Ministry and the effective collaboration with other MDAs;
- Manages and monitors the alignment of planning activities with the overall strategic thrust of the Ministry and the effective collaboration with other MDAs;
- Initiates and coordinates the development of new policies to support the work of the Ministry;
- Oversees the conduct of empirical analyses and examination of macro-economic indicators to provide scientific bases for the planning process;
- Coordinates the development of plans, policies, programmes and strategies for the Agricultural Sector;
- Directs and monitors the development and evaluation of projects;
- Coordinates national, regional and bilateral technical assistance and participates in negotiations with international agencies for project funding and other partnership arrangements;
- Oversees the development and maintenance of a comprehensive data management system to facilitate the collection, analysis and dissemination of information;
- Monitors market research activities relating to domestic and export marketing of Agricultural products; ensuring that there is close collaboration between Market Research and Agricultural Business Units;
- Coordinates the monitoring of operations of Agencies falling under the aegis of MOAF to ensure compliance with the relevant statutes and regulations;
- Forecasts and analyses external variables of strategic importance to the Ministry and ensures their integration into the planning process;
- Ensures supporting legislative changes are identified and referred to the relevant authorities for action;
- Scans the internal and external environment to identify opportunities for programmes and projects, which will assist the Ministry to effectively achieve its long and short-term objectives;
- Coordinates all national, regional, and bi-lateral technical assistance and ensures effective collaboration with other Ministries/Agencies for project development and implementation;
- Establishes policies and procedures for the development and evaluation of projects undertaken by the Ministry and ensures that the reporting requirements of all stakeholders/partners are reviewed and approved;
- Adopts a proactive approach to highlighting and initiating corrective action in cases where the achievement of project objectives may be negatively affected;
- Coordinates with the Ministry of National Security and other stakeholders in the implementation of systems and programmes for controlling/reducing the incidence of Praedial Larceny.

Economic Planning and Policy Development

- Leads the Ministry's planning functions ensuring consistency with other management processes, such as, performance monitoring, project development and management reporting;
- Oversees the implementation of guidelines to facilitate the development, monitoring and evaluation of the various planning functions (strategic, operational, budget);
- Assesses and ensures the strategic congruence of the Ministry's various plans and programmes with the Government's strategic objectives;
- Forecasts and analyzes external variables of strategic importance to the Ministry and uses the information gleaned to improve the planning process and, ultimately, the Ministry plans;
- Ensures that the Strategic Business and Operational Plans of the Ministry and its Departments and Agencies are in alignment with the Vision 2030 framework and any other short, medium and long term policy documents;
- Oversees the assessment of plans from Departments and Agencies for conformity/congruence with established policies, directives and overall strategic objectives of the Ministry;
- Contributes to, and ensures effective coordination of the formulation and implementation of policies ensuring adequate analysis of the financial, economic and social benefits of policy recommendations;

- Oversees the reviewing of policies to determine effectiveness and relevance, and makes recommendation where necessary to ensure alignment with the Ministry's strategic objectives;
- Reviews existing policies and makes recommendations for policy changes where necessary to maintain currency and relevance to the strategic objectives of the Ministry;
- Leads the development of new policies to support the work of the Ministry;
- Consistently examines the local, regional and international environment and makes recommendations for policy review/development where necessary to support the Agricultural Sector;
- Ensures close collaboration with the legal services portfolio within the Ministry to ensure that legislations are developed and/or amended to support the plans, policies and projects of the Ministry.

Agricultural Policy Development & Evaluation

- Leads and oversees the technical responses to requests for comments on policy proposals from various Government entities;
- Provides oversight for the implementation of policies, sector strategies and priority programmes;
- Leads the development and evaluation of commercial policies for Agencies under the purview of the Ministry;
- Oversees the development and evaluation of performance indicators and programme evaluation criteria and methods to track policy impact;
- Directs the implementation of policy in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks;
- Leads the review of Cabinet Memoranda and Policy Papers on relevant ministry's policy issues;
- Forecasts, analyses, and interprets the effects of policy proposals and amendments on Government and Ministry initiatives;
- Provides oversight and direction for the monitoring, evaluation and reviewing of operations of the Agencies under the purview of the Ministry of Agriculture, Fisheries and Mining;
- Analyses mission-critical areas of Agency Boards, Agencies/ Public Bodies and make recommendations for strengthening;
- Reviews and evaluates Acts, Statutes, Regulations, Orders and Rules governing the Agencies/Departments under the Ministry's purview.

Trade in Agriculture Unit

- Oversees the coordination of projects and programmes to enhance International Trade negotiations and agreements for the Agricultural Sector;
- Oversees and provides recommendations for activities associated with the implementation of trade agreements in Agriculture;
- Oversees reviews and provides recommendations on the country's obligations to the WTO and other International Bodies.

Human Resource Management

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Participates in the recruitment of high-level staff for the Branch and recommends, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures that staff are aware of and adhere to the policies, procedures and guidelines governing the operations of the Ministry;
- Approves/administers disciplinary action in keeping with established human resource policies and guidelines;
- 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 attain established personal and/or organizational goals;
- Collaborates with the Human Resources Unit to develop and implement a succession planning programme to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Ensures that the welfare needs of staff at the Division are clearly defined and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the objectives of the Division;
- Performs any other related duties which may be assigned by the CTD, and the Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Excellent negotiating and presentation skills
- Excellent conceptual and listening skills
- Excellent team building and social skills
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Excellent analytical skills
- Goal/results oriented
- Strong customer and quality focus skills
- Excellent problem-solving and decision skills
- Excellent planning and organizing skills

Technical:

- Good research and analytical skills
- Excellent technical report writing skills
- Sound knowledge of project planning, monitoring, and evaluation
- Ability to simultaneously manage/oversee multiple projects
- Ability to analyze and interpret changes in the economic, political and social environment
- Sound knowledge of planning and policy development
- Good knowledge of risk management techniques
- Ability to work effectively with international donor partners and other stakeholders.
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Policy/Administration/Public Management, Business Administration or equivalent qualifications.
- Supervisory/Management training.
- Training in Project Management.
- Six (6) years' experience in a comparable working environment.

OR

- Bachelor of Science Degree in Management, Business, Economics Agriculture or equivalent qualifications in a related discipline.
- Supervisory/Management training.
- At least ten (10) years overall experience in a comparable working environment

Special Condition Associated with the Job

- Normal office environment
- Required to work beyond normal working hours on weekdays and to work on weekends and public holidays
- Exposure to multiple deadlines and attention to detail
- Required to travel locally and overseas

Applications, accompanied by Résumés, should be submitted **no later than Monday, 21st September, 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)