



# MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE AND FISHERIES

## CAREER OPPORTUNITY

### Director, Agricultural Services (GMG/SEG 4)

The Ministry of Industry, Commerce, Agriculture and Fisheries invites suitably qualified applicants to fill the post of Director, Agricultural Services (GMG/SEG 4) in this Ministry.

#### JOB PURPOSE

Under the general direction of the Director, Agricultural Marketing & Information Branch (GMG/SEG 5), the **Director, Agricultural Services (GMG/SEG 4)**, is responsible for implementing the Government's agricultural policies and programmes; planning, organizing, directing and controlling the work of the Agri-business Unit. The incumbent is also responsible for directing the marketing and strategic planning programmes and facilitating client development through marketing and client services programmes.

#### KEY RESPONSIBILITIES

- Operational Plan developed and implemented
- Work plans developed and Annual Budget prepared
- Income Tax Relief/approved farmer status recommended
- Trade Agreements and issues with regional and international trade organizations examined and recommendation submitted
- Grades and Standards for crops and livestock developed and published
- Farmers and exporters trained in packing techniques
- Appropriate marketing legislation in place
- Marketing Intelligence Service in place
- Marketing Strategy, implementation plans and budgets
- Effective working relationships with internal and external stakeholders
- Information disseminated
- Parliamentary Brief/Notes
- Markets identified/improved
- Annual Report prepared
- Adherence to Government's marketing policy by relevant statutory bodies/agencies
- Capabilities of producers improved
- Cabinet Submissions, Cabinet Notes, Ministry Papers and Annual Reports of Commodity Boards and Statutory Boards vetted
- Committee Meetings attended
- Competent and productive staff
- Staff assessed and evaluated
- Staff needs identified and addressed

#### MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Agriculture, Social Science, Marketing or equivalent
- Eight (8) years' experience in Agricultural Marketing, Public Sector Administration or equivalent
- Five (5) years' experience in Agricultural Marketing, Public Sector Administration or equivalent
- Five (5) years' experience in a Supervisory capacity

**Salary - \$2,593,142 – \$3,082,431pa**

Details of the post can be obtained from the website of the Ministry of Industry, Commerce, Agriculture and Fisheries ([moa.gov.jm](http://moa.gov.jm)) or from the Human Resource Management Unit in the Ministry.

Applications accompanied by résumés should be submitted no later than **December 8, 2017** to:

**Senior Director**  
**Human Resource Management & Development**  
**Ministry of Industry, Commerce, Agriculture and Fisheries**  
**Hope Gardens, Kingston 6**

**Please note that we thank all for responding, but only shortlisted applicants will be contacted.**

**MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE &  
FISHERIES  
JOB DESCRIPTION AND SPECIFICATION**

**Job Title:** Director, Agricultural Services  
**Job Grade:** GMG/SEG 4  
**Post No.:** 8140  
**Division:** Agricultural Marketing & Information Branch  
**Reports to:** Director, Agricultural Marketing & Information Branch  
**Manages:** (1) Director, Agri-Business & Market Distribution Unit (GMG/SEG 3)  
(1) Director, Stakeholder Liaison Unit (GMG/SEG 3)  
(1) Director, Agricultural Incentives Unit (GMG/SEG 2)  
(1) Senior Secretary (OPS/SS 3)

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SPECIFIED BELOW.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in HRM Unit

June 11, 2011  
Date edited/revised

## **JOB PURPOSE**

Under the general direction of the Director, Agricultural Marketing & Information Branch (GMG/SEG 5), the Director, Agricultural Service (GMG/SEG 4), is responsible for implementing the Government's agricultural policies and programmes; planning, organizing, directing and controlling the work of the Agri-business. The incumbent is also responsible for directing the marketing and strategic planning programs and facilitate client development through marketing and client services programs.

## **KEY OUTPUTS**

- Operational Plan developed and implemented
- Work plans developed and Annual Budget prepared
- Income Tax Relief/approved farmer status recommended
- Trade Agreements and issues with regional and international trade organizations examined and recommendation submitted
- Grades and Standards for crops and livestock developed and published
- Farmers and exporters trained in packing techniques
- Appropriate marketing legislation in place
- Marketing Intelligence Service in place
- Marketing Strategy, implementation plans and budgets
- Effective working relationships with internal and external stakeholders
- Information disseminated
- Parliamentary Brief/Notes
- Markets identified/improved
- Annual Report prepare
- Adherence to Government's marketing policy by relevant statutory bodies/agencies
- Capabilities of producers improved
- Cabinet Submissions, Cabinet Notes, Ministry Papers and Annual Reports of Commodity Boards and Statutory Boards vetted
- Committee Meetings attended
- Competent and productive staff
- Staff assessed and evaluated
- Staff needs identified and addressed

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

- Manages the day-to-day operations of the Agri-Services Unit
- Represents the Ministry of Agriculture on various Boards, Committee, international conferences, seminars and workshops on agricultural marketing and related matters. Prepares and present relevant papers at these conferences/seminars/workshops
- Chairs the Agricultural Export Complex Committee
- Participates in the Ministry's strategic planning process by preparing and monitoring the Division's Operational Plan and Budget and ensuring that the work of the Division is carried out according to the plan and agreed targets are achieved
- Develops marketing strategies and identifies potential markets
- Monitors Agencies responsible for marketing and development of traditional crops to ensure that Government's marketing policy is adhered to
- Reviews marketing legislation and makes recommendations for the introduction of new legislation when necessary
- Monitors agricultural credit programmes to ensure proper inspection/monitoring of People's Co-operative Banks (P.C. Banks)
- Manages and controls the Division's Budget
- Verifies applications and recommends approval for income tax relief/approved farmers status under the Income Tax Act
- Prepares annual reports on the work of the division
- Monitors the activities of the Agri-Business Council to foster modernization of the information systems and facilitate investment ideas
- Makes recommendations to develop and acquire new market and expand existing markets for farmers, exporters and agri-business

### **Technical/Professional Responsibilities**

- Arranges training for farmers and exporters in packing techniques
- Provides a Market Intelligence Service by carrying out research on commodities market structure, supply and demand of produce prices, costs and profit margins
- Develops and implements work programmes to achieve long and short-term objectives of the Division
- Develops and implement procedures to facilitate the monitoring of work programmes
- Liaises with the head of Units within the Division to assess their work programmes

- Examines existing and proposed trade agreements as well as issues with regional and international trade organizations and makes appropriate recommendations
- Develops and publishes grades and standards for all local and export crops
- Develops implements and monitors programmes to improve the capabilities of producers
- Advises the Permanent Secretary on Marketing policies, procedures and legislation
- Develops, implements and monitors programmes to improve the capabilities of producers

### **Human Resource Responsibilities**

- 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 attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals

### **Other Responsibilities**

- Performs any other related duties which may be assigned by the Permanent Secretary and Minister from time to time

## **PERFORMANCE STANDARDS**

- Operational plan prepared within established format and timeframe and supports the strategic objective of the Ministry
- Government marketing policies accurately monitored to ensure compliance
- Work programmes developed and implemented within specific timeframes
- Annual report prepared and submitted to the Permanent Secretary within required timeframe
- Permanent Secretary advised on marketing policies, procedures and legislation as required
- Market Intelligence Service established within specified timeframe
- Work programmes of Head of Units assessed within specified timeframe
- Recommendations/advice lead to business improvements
- Staff performance assessed and evaluated in accordance with GOJ's Performance Management and Appraisal System
- Staff needs are clearly identified and addressed in a timely manner
- Grades and standard for crops developed and published in accordance with stipulated policies and standards
- Meetings attended, accurate advice provided on a timely basis
- Reports presented are comprehensive and accurate and submitted within the specified timeframe
- Marketing legislations reviewed and recommendations presented within the specified timeframe
- Stakeholders trained in packaging technique to improve quality of produce

## **REQUIRED COMPETENCIES**

### **Core**

- Strong leadership and management skills
- Good interpersonal skills
- Excellent communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

### **Technical**

- Excellent knowledge of Marketing and International Trade policies
- Excellent knowledge of Marketing Research
- Good working knowledge of the Income Tax Act
- Knowledge of the operation of government/knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Agriculture, Social Science, Marketing or equivalent
- Eight (8) years experience in Agricultural Marketing, Public Sector Administration or equivalent
- Five (5) years experience in Agricultural Marketing, Public Sector Administration or equivalent
- Five (5) years experience in a Supervisory capacity

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical work environment

## **AUTHORITY**

- Authorizes all commitments and payment vouchers for the Agri-business Coordination Division
- Approves expenditure for Budget
- Recommends application for Duty Concessions and Farmers Vehicles
- Recommends legislative initiative to Cabinet to improve local and international trade
- Recommends waivers on raw material duty
- Recommends Income Tax Relief and approved farmers status for farmers
- Recommends vacation/departmental leaves
- Recommends disciplinary action
- Guides policy direction in regards to Marketing