

**CAREER OPPORTUNITIES**

The Ministry of Industry, Commerce, Agriculture and Fisheries, invites suitably qualified persons to fill the following posts:

**International Trade Specialist
(GMG/SEG 4) – Trade Unit**
JOB PURPOSE

To use trade policy as a tool for economic development through the planning, coordination and execution of activities related to international trade and the negotiation of trade agreements. To provide technical advice and policy recommendations to the Ministry and other public and private sector officials on trade issues and negotiations and their implications for the industrial and commercial sectors in Jamaica.

KEY OUTPUTS

- Policy recommendations
- Briefs, reports, technical papers and statistical research
- Cabinet submissions
- Empirical analysis and examination of trade data indicators to provide a technical base for negotiations
- Documented negotiating positions
- Technical advice provided for internal and external publics
- Presentations prepared and delivered
- Successfully coordinated committees and consultations
- Effective representation for the Ministry in meetings and negotiations related to international trade
- Continually updated matrix on the status of trade related issues and negotiations
- Documented operational policies and procedures

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in International Relations, Management, Economics, Public Administration or related discipline and
- At least ten (10) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations

OR

- Master's Degree in International Relations and
- At least five (5) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations

Salary – \$2,593,142 - \$3,082,431 per annum

**Director, Organizational Development
(GMG/SEG 3) in the Human Resource
Management & Development Division
(Organizational Development Unit)**
JOB PURPOSE

Under the general direction of the Senior Director, Human Resource Management and Development (GMG/SEG 4), the Director, Organizational Development (GMG/SEG 3), provides management advisory and support service to the Ministry of Industry, Commerce, Agriculture and Fisheries with a view to improve the efficiency and effectiveness of its operations. Activities include:

- Conducting organizational reviews within the Ministry of Industry, Commerce, Agriculture and Fisheries
- Conducting systems and procedures studies
- Supporting the implementation of the Performance Management and Appraisal System (PMAS) and other reform initiatives.

KEY OUTPUTS

- Advice/recommendations on appropriate organizational structures provided
- Preliminary and final reports containing findings and recommendations prepared
- New and advised output focused job descriptions developed
- Workflow chart developed
- Business process re-engineered
- Operation manuals developed
- Support for human resource policies and programmes provided
- Work plans for the Ministry's staff reviewed and guidance provided
- Staff needs identified and addressed
- Staff performance evaluated and assessed
- PMAS monitored.

Minimum Required Qualification and Experience

- First (1st) Degree in Management or Social Science or equivalent
- Five (5) years' experience in Operation Management or Human Resource Development to include at least two (2) years in similar position
- Specialized training in management consultancy/analysis
- Basic knowledge of government administrative systems and operations management

Salary – \$2,097,527 - \$2,493,300 per annum

**Livestock Research Officer (SOG/ST 5)
– Research and Development Division,
Bodles Old Harbour**
JOB PURPOSE

Under the supervision of the Chief Livestock Research Officer, the Livestock Research Officer is responsible for all laboratory activities.

KEY OUTPUTS

- Inventory maintained
- Laboratory records maintained
- Reports prepared
- Research and analysis completed

MINIMUM REQUIRED QUALIFICATION

- Bachelor of Science Degree in Agriculture from an accredited Tertiary Institution

Salary – \$1,087,453.00 - \$1,292,640.00 per annum

Further details of the positions can be obtained from the Ministry of Industry, Commerce, Agriculture and Fisheries website (www.moa.gov.jm).

Applications accompanied by résumés should be submitted no later than **November 15, 2017** to:

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

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

Job Title:	Director, Organizational Development
Job Grade:	GMG/SEG 3
Post No:	61058
Division/Section/Unit:	Human Resource Management & Development
Reports to:	Senior Director, Human Resource Management and Development
Manages:	(2) Organizational Development Officers (GMG/SEG 1 & 2) (1) Records Clerk (PIDG/RIM 3) (1) Secretary 3 (OPS/SS 3) (1) Secretary 2 (OPS/SS 2)

JOB PURPOSE

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- Conducting systems and procedures studies
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KEY OUTPUTS

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- Preliminary and final reports containing findings and recommendations prepared
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- Staff needs identified and addressed
- Staff performance evaluated and assessed
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KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

Conduct organizational reviews within the Ministry of Industry, Commerce, Agriculture & Fisheries by:-

- Documents areas in need of strengthening in terms of structure, systems and human resource development
- Consults with divisional heads and other senior managers staff in the Ministry to identify and determine problems
- Conducts preliminary surveys to determine and define the objective of the study, scope of study, appropriate methods and techniques to be employed and the requisite Terms of Reference
- Develops detail plans of action, in collaboration with the relevant parties, including targets and deadlines
- Examines relevant statutes, regulations, directives and reports related to the organization to determine legislative framework for functional responsibility
- Maintains the Organizational Chart of the Ministry by continuously updating.
- Collects job related data through interviews, questionnaires, observations and examining records to validate findings
- Examines the delegation and exercise of authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental operations
- Studies formal and informal lines of communication and controls and the allocation of planning and developmental activities
- Conducts detailed analyses of data collected
- Develops specific recommendations/solutions to problems identified including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and organizational structure, span of control, channel of co-ordination and communication, existing legislation, manpower utilization, forms and office layout
- Develops new and advised job descriptions
- Prepares charts of existing and proposed organizational structures discussing finding and recommendations with divisional heads of senior mangers to arrive at consensus
- Prepares and issuing reports of findings and recommendations
- Assists with implementation of recommendations

Technical/Professional responsibility

Conducts systems and procedures studies by:-

- Examines the operations and workflow of the selected entities to determine systematic weaknesses e.g. duplication/overlaps, waste as well as activities that do not add value to the process
- Conducts analyses of the data to obtain full understanding of operations
- Formulates recommendations to reflect business process re-engineering to eliminate duplications/overlaps and waste
- Promotes the use of technology to enhance efficient and effective delivery of service and accomplishment of major targets and objectives

- Prepares flowchart of proposed operations
- Presents findings and recommendations to divisional heads and senior managers
- Prepares final reports
- Updates/prepares operational manuals to reflect changes in policy/operations

Supports the implementation of the Performance Management Appraisal System (PMAS) and other reform initiatives by:-

- Provides support for all human resource policies and programmes within the Ministry by participating and informal training programmes particularly for delegated functions
- Participates in and promoting the corporate planning process and supports the implementation of the reform initiatives with special emphasis on the Performance Management Appraisal System (PMAS)
- As part of a team reviews the work plans and performance reports for the staff of the Ministry and ensures that work plans are properly prepared and reflect measurable performance indicators
- Provides feedbacks to divisional heads and recommending areas for improvements
- Conducts sessions with focus groups in the development/preparation of output focused job descriptions and work plans
- Assists with the monitoring of the Performance Management Appraisal System (PMAS) within the Ministry to ensure equity and fairness.

Human Resource Management Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommend and/or attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
- 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 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 Responsibility

- Performs any other related duties, which may be assigned from time to time

PERFORMANCE STANDARD

- Advice given and recommendations provided within an agreed time frame
- Reports prepared accurately and submitted within an agreed time frame and in accordance with established format
- Operation manuals/workflow charts developed and implemented in keeping with established guidelines
- Work plans reviewed and monitored within an agreed time frame
- New and revised output job focused job descriptions within an agreed time frame and according to human resource standards

- Staff needs are clearly identified and addressed in a timely manner.

REQUIRED COMPETENCIES

Core

- Planning and organizing skills
- Strong leadership and management skills
- Good interpersonal skills
- Excellent communication skills
- Strong customer relations skills
- Methodical
- Integrity
- Initiative
- Teamwork and cooperation
- Managing The Client Interface
- Adaptability
- Social Skills
- Goal/Results Oriented

Technical

- Project Management skills
- Strategic planning skills
- Knowledge of the operation of government/Knowledge of the Ministry's policies and procedures
- Good knowledge of principles and practices of human resource administration
- Good problem solving and conflict management skills
- Technical Skills
- Proficiency in the use of relevant computer applications

MINIMUM REQUIRED QULIFICATION AND EXPERIENCE

- First (1st) Degree in Management or Social Science or equivalent
- Five (5) years experience in Operation Management or Human Resource Development to include at least two (2) years in similar position
- Specialized training in management consultancy/analysis
- Basic knowledge of government administrative systems and operations management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical work environment

AUTHORITY

- Identifies and recommends areas for particular types of intervention/review
- Recommends changes in organization structure and staffing
- Recommends policy/legislative changes to facilitate reform proposal
- Implements approved changes in all divisions of the Ministry

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE & FISHERIES

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: International Trade Specialist

JOB GRADE: GMG/SEG 4

DEPARTMENT: Trade

REPORTS TO: Chief Technical Director

MANAGES: Trade Liaison Officer

JOB PURPOSE

To use trade policy as a tool for economic development through the planning, coordination and execution of activities related to international trade and the negotiation of trade agreements. To provide technical advice and policy recommendations to the Ministry and other public and private sector officials on trade issues and negotiations and their implications for the industrial and commercial sectors in Jamaica.

KEY OUTPUTS

- Policy recommendations.
- Briefs, reports, technical papers and statistical research.
- Cabinet Submissions.
- Empirical analysis and examination of trade data indicators to provide a technical base for negotiations.
- Documented negotiating positions.
- Technical advice provided for internal and external publics.
- Presentations prepared and delivered.
- Successfully coordinated committees and consultations.
- Effective representation for the Ministry in meetings and negotiations related to international trade.
- Continually updated matrix on the status of trade related issues and negotiations.
- Documented operational policies and procedures.

KEY RESPONSIBILITY AREAS (KRAs)

Technical / Professional Responsibilities

- Provide technical support to the Ministry in the area of trade policy and research in the area of industrial goods and services, including but not limited to: market access, safeguards, dumping, rules of origin, tariffs, competition, technical barriers to trade, standards and accreditation.
- Conduct sector and product research as required to determine the trade policy strategies that maximise economic benefit to Jamaica.
- Coordinate consultations within the Ministry and its agencies to ensure that the Ministry's positions are harmonised
- Ensure that trade policies are clearly articulated and implemented in the formulation of plans, policies and programmes.
- Review and analyse macro-economic indicators and their effects on trade in the industrial and commercial sector and submit recommendations for appropriate policy corrections where necessary.
- Provide technical and strategic advice to the Ministry on emerging trade issues arising within national, regional and international fora.
- Preparation of information and data to inform specific trade negotiations.
- Track, evaluate and report on major developments in the international trade and economic environment.
- Ensure coordination across the Ministry to provide adequate trade training opportunities to the industrial and commercial sectors.

- Design and lead on special trade initiatives, programmes and projects as required.
- Liaise with regional and international organizations to seek funding for trade policy related activities.
- Provide input for speeches and technical papers as required
- Ensure that trade developments and events are promoted and publicised
- Preparation and delivery of presentations as required.
- Represent the Ministry's trade policy recommendations and positions at meetings, negotiations and seminars.

Management Responsibilities

- Participate in the development of the strategic direction of the Ministry.
- Organise and document work plans and budgets within established timeframes as may be required.
- Ensure that approved work programmes and operational plans are based on technically sound objectives and are consistent with the priorities of economic development.
- Review the corporate and operational plans of the trade related agencies and provide recommendations to ensure alignment with MIIC, and over all GOJ objectives.
- Represent the Ministry on portfolio agency Boards as required and provide liaison between the Ministry and these agencies.
- Represents the Ministry at meetings on administrative matters as required.
- Ensures the timely updating of procedural manuals related to job function.
- Manages the preparation of collateral material related to job function as required.
- Liaises with the directors and staff of private sector associations in the area of trade.
- Liaise with head of agencies and senior staff in stakeholder ministries, agencies and departments re issues related to job function.
- Prepare and submit performance and other reports as required.
- Organise proper systems to ensure storage of information, documents, data etc.

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 organisational goals.
- Participates in the recruitment of technical staff for the Ministry and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals.

PERFORMANCE STANDARDS

- Established plans and targets are achieved.
- Effective response to unplanned developments, negotiations, activities and enquiries.

- Jamaica's negotiating positions adequately discussed, documented and presented to appropriate organization/negotiating forum.
- Effective and successful consultations with partners and stakeholders.
- Analytical, comprehensive and informative presentations prepared, documented and delivered.
- Accurate technical advice is provided within established timeframe.
- Reports, technical papers and other documents produced are accurate, comprehensive and submitted within required timeframe.
- Trade policies developed supports the strategic objective of the Ministry.
- Well informed and effective representation provided in local and international meetings and negotiations.
- Measurable improvements in the performance of staff, their working conditions and welfare.

REQUIRED COMPETENCIES

- Extensive knowledge and understanding of multilateral and regional trade agreements and organisations.
- Extensive knowledge and understanding of trade and economic policies of Jamaica and other CARICOM states.
- Knowledge and understanding of the operations of the GoJ policy and procedural framework.
- Practical understanding of commercial trade practices and trade terms.
- Excellent communication and negotiating skills.
- Excellent research and analytical skills.
- Strong leadership skills.
- Ability to analyse and interpret changes in the economic, political and social environment.
- Ability to effectively plan and organise in a complex environment with competing priorities.
- Ability to manage change initiatives.
- Strong customer orientation.
- Proficiency in the use of relevant computer applications.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in International Relations, Management, Economics, Public Administration or related discipline and
- At least ten (10) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations
- OR
- Master's Degree in International Relations or related area and
- At least five (5) years demonstrated competence and experience the area of international trade policy, analysis and negotiations

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical office environment, no adverse working conditions.

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

Job Title:	Livestock Research Officer
Job Grade:	SOG/ST 5
Post No:	8404
Division/Section/Unit:	Research & Development/Livestock Research & Improvement/Animal Breeding & Genetics
Reports to:	Chief Livestock Research Officer
Manages:	Nil

JOB PURPOSE

Under the supervision of the Chief Livestock Research Officer, the Livestock Research Officer is responsible for all laboratory activities.

KEY OUTPUTS

- Inventory maintained
- Laboratory records maintained
- Reports prepared
- Research and analysis completed

KEY RESPONSIBILITY AREAS

- Ensures that there is adherence to efficient and safe laboratory procedures
- Ensures that the records are maintained relating to samples received and analysis completed
- Participates in the quantitative/qualitative analyses of forages, feeds and other materials
- Undertakes the valuation and modification of new and existing analytical procedures

Other responsibilities

- Performs any other related functions assigned from time to time

PERFORMANCE STANDARD

- Maintains the inventory of all laboratory resources within the agreed time frame
- Maintains all laboratory records in accordance with set standards
- Prepares all laboratory reports within the agreed time frame
- Ensures all research and analyses completed within the specified time frame

REQUIRED COMPETENCIES

Core

- Good interpersonal skills
- Good communication skills
- Strong customer relations skills

Technical

- Sound knowledge of laboratory procedures
- Excellent analytical skills
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Agriculture from an accredited Tertiary Institution

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Nil

AUTHORITY

- Nil