



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

The **Ministry of Agriculture, Fisheries & Mining** is inviting suitably qualified persons to fill the following **post** in the **Trade in Agriculture Section, Hope Gardens, Kingston:**

- **Agricultural Trade Officer (SOG/ST 7) – Not Vacant**  
**Salary Range: \$5,198,035.00- \$6,990,779.00 per annum.**

### JOB PURPOSE

Under the general supervision of the Senior Director, Trade in Agriculture (SOG/ST 9), the Agricultural Trade Officer (SOG/ST 7), participates in the planning, coordinating, and implementation of activities relating to International Trade and the negotiation of Trade agreements for the Agricultural Sector.

The incumbent also provides advice and recommendations on Agricultural Trade matters, conducts research on Trade issues, and formulates recommendations to support the strengthening of Agricultural Trade, Trade Negotiations, and Agreements.

### KEY OUTPUTS

- Research conducted and data analyzed
- Empirical analyses completed and results presented
- Reports prepared
- Technical support provided
- Technical advice and recommendations provided
- Cabinet Submissions, trade updates and reports prepared
- Promotional and communication initiatives facilitated
- Presentations prepared and delivered
- Conferences, meetings, seminars and workshops attended
- Relationships and linkages established with stakeholders

### KEY RESPONSIBILITY AREAS

- Develops systems and procedures to facilitate the achievement of work assigned
- Keeps abreast of cutting-edge trends and developments and makes recommendations for possible implementation
- Assists the Director in the monitoring and assessment of the Agricultural Trade and Economic agreements including the following Trade agreements/arrangements which are at varying stages of implementation:
  - The World Trade Organization (WTO) Multilateral Agreement
  - The CARIFORUM/EU, Economic Partnership Agreement (EPA)
  - The Caribbean Basin Initiative (CBI)
  - The CARIBCAN, Canadian Trade Arrangement
  - The Caribbean Single Market and Economy (CSME)
  - The CARICOM/Venezuela Free Trade
  - The CARICOM/Dominican Republic Free Trade Agreement

➤ The CARICOM/Cuba Bilateral Cooperation Agreement

- Collates and compiles data from various sources and submits them to the Senior Director
- Contributes to the preparation and follow-up of relevant Agricultural Trade dialogue/meetings and sub-committees
- Prepares sector information and data to inform Trade negotiations
- Participates in the provision of inputs for the Budget speeches and technical papers as required
- Supports the Senior Director, Trade in Agriculture in the preparation of presentations to internal and external publics during international and local seminars and meetings
- Represents the Ministry at meetings, seminars, workshops locally, regionally, and internationally
- Participates in negotiations on behalf of the Ministry and stakeholders in the sector
- Contributes to the development of proposals for the removal of trade barriers and constraints
- Researches, prepares, and provides information to the WTO and other international organizations on request
- Participates in the promotional and communication activities of the Unit by making presentations and providing written inputs to newsletters and reports which are then submitted to the webpage, trade webpage and relevant social media of the specified delegations
- Ensures that trade policies are clearly articulated in the formulation of plans, policies, and programs for the Agricultural Sector
- Reviews and analyses macro-economic indicators and their effects on Trade in the Agricultural Sector and submits recommendations for appropriate policy revisions where necessary
- Conducts empirical analyses to determine the extent to which particular products can compete in the local and international marketplace
- Monitors and assesses trade and economic negotiations as directed
- Tracks, evaluates, and reports on major developments in the international trade and economic environment
- Ensures the maintenance of databases for the Unit
- Prepares updates for the WTO regularly on the Agricultural Sector's implementation of WTO Agreements
- Collaborates with the Public Relations Division to ensure that Trade development and events are adequately promoted and publicized
- Maintains customer service principles, standards, and measurements
- Identifies and incorporates the interests and needs of customers in business process design

**Other Responsibilities**

- Any other related duties assigned by the Senior Director, Agricultural Trade

**PERFORMANCE STANDARDS**

- Research conducted and data analyzed accurately, effectively and in accordance with agreed standards and time frame
- Empirical analyses accurately conducted and results presented within the specified timeframe
- Reports meet quality standards and produced within agreed time frame

- Excellent technical support provided to the Senior Director in the preparation of briefs and negotiating positions
- Technically sound information/advice provided as required.
- Timely, accurate and carefully researched Cabinet Submissions, trade updates, research papers and reports prepared to the required standard and time lines
- Effective and organized promotional and communication initiatives facilitated which meet planned objectives.
- Accurate, analytical, comprehensive, and informative presentations prepared, documented and delivered.
- Effective representation at conferences, meetings, seminars, and workshops.
- Successful relationships and linkages established with stakeholders.

## **REQUIRED COMPETENCIES**

### **Core**

- Good analytical thinking skills
- Good research, editing, and creative skills
- Good planning and organising skills
- Good oral, written, and presentation skills
- Good interpersonal and people management skills
- Good problem-solving and decision-making skills
- Ability to exercise good judgement
- Good impact, influencing and networking skills
- Ability to manage partners and external relationships
- Excellent teamwork and cooperations skills
- Able to demonstrate initiative
- Must maintain a strict code of ethics in working with highly confidential data

### **Technical**

- Good knowledge of International Trade Laws, Policies, and Agreements
- Good knowledge of Trade and economic policies of Jamaica/CARICOM countries and specific Regional and International organizations
- Good knowledge of the Agricultural Sector
- Knowledge of International Business and International Relations
- Good knowledge of the Government policies and procedures
- Sound knowledge of Data Analysis and the relevant Research Techniques and Principles
- Knowledge of Negotiations
- Proficiency in the use of the relevant Computer Application

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in International Trade/International Relations/International Business, Agriculture, Economics or related field in the Social Sciences, including courses in International Trade/Relations.
- Three (3) years' experience in International Trade/ International Relations.

**CONTACTS**

**Internal**

Contact	Purpose of Communication
Senior Director, Trade in Agriculture, Principal Director, CTD.	To provide advice, to receive guidance and approval of work programs; and to provide reports and updates.
Directors and Managers within the Division.	To share information and to clarify trade issues. Also to elicit support for various trade issues.
Public Relations team	To provide information and support for trade promotion and communication initiatives.
Legal team	To discuss trade laws and legal issues, to provide and obtain updates and to share information.
Other members of staff	To provide information and to receive feedback.

**External**

Contact	Purpose of Communication
Farmers' representatives	To build stakeholders' networks and to establish partnerships and linkages and to obtain feedback on various trade plans and programs.
PIOJ and STATIN	To provide trade information and data for use in national reporting and planning.
Regional and International Organizations for example: the WTO, FAO, CARICOM, IICA, CARDI, and MIOA.	To collaborate and share trade information and data and to keep abreast of trends and developments in the global trade market
Ministry of Foreign Affairs and Foreign Trade	To establish and maintain relationships to facilitate the sharing of information and for feedback on various trade matters
Other GOJ and private sector stakeholders	To collaborate and discuss trade information to strengthen the Agricultural Sector.

### **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.
- Required to travel locally and overseas to attend conferences, seminars, and meetings.
- Required to work for extensive periods to meet deadlines.

### **AUTHORITY**

- Nil

Applications accompanied by resume should be submitted no later than **February 13, 2026** to:

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

E-mail- [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

Please note that we thank all for responding, but only short-listed applicants will be contacted.