



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



Agro-Investment Corporation invites applications from suitably, qualified and highly motivated individuals to fill the following posts:

Farm Manager – Minard Estates Farm

Job Summary

Reporting to the Director of Project Development, the Farm Manager is responsible for developing a livestock resuscitation plan aimed at facilitating beef cattle rehabilitation in collaboration with Ministry of Industry, Commerce, Agriculture and Fisheries, Jamaica Dairy Board, Breeding Societies and other stakeholders in the sub-sector.

Key Responsibilities:

- Provide centralized Management of the Minard Estates Farm with livestock inventory of approximately 600 animals.
- Ensure an improvement in the National Strategy to reposition the Livestock Industry focusing on production systems which will promote the integrity and traceability of genetics, with the long term goal of quality meats and meat products.
- Lead the design and implementation of market-led activities to strengthen the livestock market system including; improved animal husbandry, facilitating access to markets, and strengthening the resilience of smallholder livestock keepers.
- Contribute to the development of farm policies and procedures, including projecting livestock increase with respect to performance, development programme while understanding budget requirement.
- Take responsibility for the management of the animal's health and performance while ensuring optimal pasture management on a weekly, daily, monthly annual basis.
- Ensure that a proper supplementary feeding and nutrition program is in place.
- Record keeping including stock performance, genetics and urgent, rainfall, animal health, hours kept by staff, vehicle equipment maintenance, among others.
- Provide leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Collaborate with the Human Resource Department, develop and implement a Succession Planning programme for the farm to facilitate continuity and the availability of required skills and competencies to meet the needs of the farm.

Required Knowledge, Skills and Competencies

- High level of integrity, professionalism and confidentiality.
- Good oral and written communication skills.
- Excellent judgment, decision making and problem solving skills.



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



- Working knowledge of Government Procurement Policies
- Expert knowledge in Livestock Management
- Proficient in the use of Microsoft Office

Qualifications

- Bachelor's Degree in Animal Science, Livestock Development, Animal Health, Dairy Science/ Technology or related field
- Experience in managing a large farm would be an asset
- Three (3) years of experience in similar capacity
- Supervisory Management training and experience

Property Officer

Job Summary

Reporting to the Property and Fixed Assets Manager, the incumbent is responsible for planning and co-ordinating the application and maintenance of high quality standards for property and infrastructure management for properties owned, leased and rented by the Corporation. In addition the incumbent will assist with the administrative activities of land leases and will be required to act as the liaison between tenants and the Property and Fixed Assets Manager regarding property related issues.

Key Responsibilities:

- Conduct periodic inspections of properties to ensure that lessees comply with the terms and conditions of the lease and make recommendations for legal action to be taken for breaches.
- Maintain lease contract database.
- Assist with the coordination and monitoring of vacant properties to ensure they are kept free and clear from squatting and make recommendations for divestment where appropriate.
- Assist with the inspection and validation of work done to construct, renovate and maintain infrastructure in accordance with established standards.
- Assist in conducting investigation on matters and queries relating to the physical infrastructure, utilities, and maintenance of facilities island-wide.
- Obtain bids/tenders for landscaping, garbage collection & maintenance/repairs.
- Ensure that payments are collected from clients/tenants and submit to account department for processing.
- Perform any other duties as required.



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



Required Knowledge, Skills and Competencies

- High level of integrity, professionalism and confidentiality
- Good oral and written communication skills
- Excellent judgment, decision making and problem solving skills
- Working knowledge of Government Procurement Policies/Contract Administration and Building Codes
- Proficient in the use of Microsoft Office

Qualifications

- BSc. Degree in Estate Management/Land Economy & Valuation Surveying or Civil Engineering or related field
- Diploma in General Management
- Supervisory Management training and experience
- At least 2 - 3 years working experience in land administration

Cluster Coordinator

Job summary

Reporting to the Director of Agro-Park Development, the **Cluster Coordinator** is responsible for organizing and strengthening the Farmer Groups operating within a cluster arrangements and certified production systems.

Key Responsibilities Include:

- Undertake value chain assessment and implement strategies to address constraints.
- Plan, develop and execute crop scheduling plans towards meeting market contract agreements.
- Facilitate linkages between farmers, input suppliers and markets.
- Develop and execute Foods Safety Training Programme geared towards Agro-Park achieving GlobalGap Certification.
- Coordinate the assessment of infrastructure requirements necessary for GlobalGAP Certification.
- Guide farmers in the best use of their resources through investigation and diagnosis of problems identified by them through extension support.
- Perform other duties as assigned.

Required Knowledge, Skills and Competencies

- High level of integrity, professionalism and confidentiality
- Excellent oral and written communication skills
- Excellent planning, negotiating and organizational skills



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



- Excellent public speaking and presentation skills
- Good knowledge of agricultural finance and marketing arrangements
- Sound knowledge of Rural Development and the Jamaican Agricultural Sector
- Sound knowledge of relevant computer applications including Microsoft Office and research and statistical software

Minimum Required Qualification and Experience

- Bachelor Degree in Social Sciences, Agricultural Economics, Agricultural Science, Agri-Business or related discipline
- A minimum of five (5) years' work experience in Rural Development and Agribusiness
- A Post Graduate certification in Agronomy would be an asset

Investment Officer

Job Summary

Reporting to the Director of Project Development, the incumbent will assist the investors to identify agribusiness opportunities and develop business plans and project proposals.

Key Responsibilities Include:

- Prepare concept papers, business cases, business plans and project proposals for private investors and the Government of Jamaica.
- Provide business counseling and investment advice to investors in agricultural and allied industries.
- Conduct financial and economic analyses of investment projects to guide public and private strategic decisions.
- Establish and support strategic partnerships within agribusiness value chains.
- Monitor and evaluate the performance of investment projects.
- Perform other duties as assigned.

Required Skills/Competencies

- High level of integrity, professionalism and confidentiality
- Excellent communication skills
- Strong problem solving skills
- Strong interpersonal skills
- Keen attention to details

Technical Skills

- Proficient in conducting financial and economic analyses of private and public projects
- Sound knowledge of business, marketing or economics
- Knowledge of agri-business is an advantage



AGRO-INVESTMENT CORPORATION

AMC Complex, 188 Spanish Town Road, Kingston 11,
PO Box 144, Jamaica, West Indies.

Telephone: 764-8071, 923-9268, 923-0086, 923-9261 Fax: 758-7160,

Email: info@agroinvest.gov.jm



Minimum Required Qualification and Experience

- A First Degree in Agri-business, Management, Economics or equivalent.
- Minimum of three (3) years working experience in projects, marketing, business management or related occupations.

Applications, with Curriculum Vitae, should be submitted no later than **Friday, December 14, 2018** to:

Snr. Director of Human Resource Management & Development
Agro-Investment Corporation
188 Spanish Town Rd.
Kingston 11

Or by email to: jobsagroinvest17@gmail.com

Please note that only short listed applicants will be contacted.