

Agro-Investment Corporation, an entity under the ambit of the Ministry of Agriculture and Fisheries, is seeking to identify a highly motivated, dynamic, and knowledgeable individual to fill the post of:

Fund Manager

Job Summary

Reporting to the Chief Financial Officer, and under the guidance of the steering committee the Fund Manager is responsible for implementing the Matching Grant Schemes and Microfinancing programmes, communicating to farmers/beneficiaries through pre-defined marketing and public awareness efforts, giving oversight and direction to the loan and grant application and processing. In addition to leading and supporting the due diligence process, preparing documents for grant and loan decisions at Steering Committee level, initiating and leading the process that monitors and oversees the utilization of the grants and loans for the intended purpose, collecting data, and providing reports to stakeholders or Steering Committee.

Key Responsibilities

- Support in designing the overall MGS and loan programmes, developing annual workplans and budgets in close coordination with the Chief Financial Officer (CFO) and indirectly the Steering Committee, and the other stakeholders.
- Overseeing the daily operations and ensuring smooth implementation of the MGS and loan programmes in close coordination with CFO, Steering Committee, and other stakeholders.
- Identifying gaps to optimize grant and loan administration processes, if necessary, and updating and revising the requisite Operation Manuals.
- Supervising and managing the staff in the Unit.
- Keeping the relevant staff and stakeholders informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Verifying and conducting due diligence of applicants to the Unit.
- Monitoring and overseeing the utilization of the Unit's funds for the intended purposes and reporting to the Steering Committee and CEO of Agro-Invest.
- Collecting, preparing, and providing project data for/to key stakeholders, as required.
- Participating in the Steering Committee meetings to present grant/loan applications, ensure the meeting minutes are recorded and circulated within the stipulated timeframe.
- Ensuring compliance with the scheme's implementation criteria that will be documented in the requisite operations manuals as approved by the Steering Committee.
- Preparing and reviewing grant/loan agreements as well as required documents and coordinating with key stakeholders for loan/grant disbursement.

- Managing and monitoring of the implementation of Fund Management Unit's projects and

Required Skills & Competence

- Working knowledge of the Finance Administration and Audit Act
- Sound knowledge of GoJ procurement regulations, policies and procedures and familiarity with funding agency requirements.
- Sound knowledge of purchasing principles and practices related to industrial and volume buying
- Sound knowledge of inventory management including the analysis of stock movements and establishment of re-order levels
- Sound negotiating skills
- Sound knowledge of Microsoft Word and Excel and relevant database software
- Familiarity with procurement procedures and methods of major international funding agencies.

Minimum Required Qualification and Experience

- Bachelor's degree in business management, banking, accounting, economics, or related field
- A minimum of ten (10) years' working experience in a relevant field regarding Fund/Loan Management and similar SME microfinance programme
- Five (5) years' supervisory and managerial experience, preferably in other matching programmes and microfinancing.
- Five (5) years' experience in project management.

OR

- Master's degree in business management, banking, accounting, economics, or related field.
- A minimum of five (5) years of job experience in a relevant field regarding Fund/Loan Management and similar SME microfinance programme.
- Five (5) years' supervisory and managerial experience, preferably in other matching programmes and microfinancing
- Five (5) years' experience in project management.

Application accompanied by a resume must be submitted no later than **Friday, June 20, 2025** to:

Snr. Director, HRM & Administration
Agro-Investment Corporation
188 Spanish Town Rd.
Kingston 11

Or by email to: vacancies@agroinvest.gov.jm

Please note that the title of the position MUST be included in the subject and only shortlisted applicants will be contacted.