

# MINISTRY OF AGRICULTURE AND FISHERIES

Applications are invited from suitably qualified persons to fill the position of **Secretary Manager/General Manager of the Cocoa Industry Board.**

## SUMMARY OF DUTIES

The incumbent will report directly to the Chairman of the Board of Directors and will be responsible for the day-to-day management/operation of the Cocoa Industry Board.

### Primary Functions include:

- ♦ Management of the administrative, human resource, financial, productive and organizational development of the Board.
- ♦ Provides transformational leadership as it relates to the restructuring of the Board's operation and its human resource.
- ♦ Plans and executes operational strategies in accordance with established principles, policies and procedures.
- ♦ Provides corporate secretarial support and ensures compliance with legal and statutory requirements.
- ♦ Improves operational efficiency by the adoption of technological advances.
- ♦ Identifies sources of funding to expand the Board's operations and acreages within the industry.
- ♦ Engages in the development of joint venture projects with local and international entities.
- ♦ Manages externally funded projects and multi-disciplinary teams.
- ♦ Leads negotiations with purchasers of the Jamaica Cocoa Beans.

### Qualifications and Experience

Master of Science degree in Accounting, Management, Economics or related field from a recognized university

**AND**

Ten (10) years working experience in a senior management position within the Agricultural field.

Applications should be submitted no later than **March 29, 2010** to:

**Senior Director  
Human Resource Management & Development  
Ministry of Agriculture  
Hope Gardens  
Kingston 6**

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