



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE:	Deputy Director of Agriculture
DEPARTMENT:	Agriculture
MINISTRY:	Tourism, Environment, Fisheries, Religious Affairs, Agriculture and Gaming
LOCATION:	The job is based in Providenciales, but may, at the discretion of the Ministry be relocated within TCI.

JOB SUMMARY:

This job is a Senior Management position within Turks and Caicos Islands. The role has responsibility for assisting with the administration and management of the Department of Agriculture, and its respective Divisions to include planning, directing and coordinating all technical activities. As the Job Holder, the Deputy Director is specifically expected to liaise and collaborate, when necessary, with other departments, local and international agencies on matters of agricultural development, animal health and welfare, plant health and biosecurity of the country's borders and food trade matters. The job holder is expected to supervise staff in the department and assist with planning, implementing and supervising policies, programmes and activities relating to: animal and diseases, pest control, veterinary public health, plant and animal quarantine, agriculture extension and outreach, Farmers Market and imports of Agriculture regulated items

KEY DUTIES AND RESPONSIBILITIES:

1. Managing and administering the Department of Agriculture and representing the Director at meetings
2. Developing and supervising implementation of departmental policies on agriculture
3. Developing legislature to regulate the Agriculture Sector
4. Supervising the management of the government farm/research station
5. Developing and implementing a sustainable agricultural extension service
6. Encouraging and promoting agricultural development and Food Security
7. Ensuring proper management of the Kew Town Farmers Market
8. Ensuring proper revenue collection procedures are maintained in the Department
9. Supervising staff and make periodic visits and inspections to agriculture offices, Kew Farm and Farmers Market
10. Providing consultative/advisory services on planning and development of agriculture and other related matters
11. Managing and administer the Agriculture Finance Program for Agriculture Development
12. Advising Government on significant changes or innovations in programmes, procedures and regulations





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13. Chairing Heads of Divisions meetings at least once every week to discuss policies, plans, programmes and decisions taken to ensure that objectives are being met
14. Preparing and executing departmental budgets, reviews, and ensure budgetary compliance
15. Creating and implementing animal and plant health, food safety and biosecurity measures on the advice of the Chief Veterinary Officer (CVO) and the Chief Plant Protection Officer (CPPO)
16. Developing effective links with the Inward Investment Unit so as to ensure smooth and seamless processing for potential agriculture investors
17. Adhering to all Public Service codes, rules and regulations
18. As well as to:
19. Perform other related tasks as assigned

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

A BSc in General Agriculture with a Master's Degree in Tropical Agriculture, or any other related postgraduate degree

Experience:

The Job Holder must have at least ten (10) years' experience working in the field. This experience must have included a considerable time in senior management.

SALARY: Grade 8.1 – 64,985.00 per annum

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.





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