

CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: RURAL AGRICULTURAL DEVELOPMENT AUTHORITY (RADA)

JOB TITLE:	Parish Social Services /Home Economics Assistant
JOB GRADE:	SOG ST4
POST NUMBER:	2.20
DEPARTMENT:	Field Operations
REPORTS TO:	Parish Social Services/ Home Economics Officers Deputy Parish Agricultural Manager
LOCATION:	All Parishes
MANAGES:	

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

1. Provide farmers with a comprehensive and efficient extension service that fully utilizes ICT technology to be the intelligence delivery unit which supports, modernizes and increases agricultural production and productivity;
2. Promote the diversification of agriculture, encouraging improved post harvest handling, agro-processing and livestock production to increase the value of agriculture to the national economy;
3. Supply farmers, processors and marketers with real time market intelligence, to enhance incomes by reducing surpluses or shortages;
4. Maintain an up to date farmer registration database, giving full details of cropping patterns, production, location and size of holdings;
5. Discourage farming practices which lead to environmental degradation, particularly in critical watersheds where deforestation and soil erosion will quickly degrade the natural resource base;
6. Ensure that plant and animal health and safety standards are maintained, thereby ensuring national and international confidence in Jamaican agricultural products;
7. Encourage farming communities through group activities to improve family health and nutrition, reinforce social cohesion and supplement household income through the development and marketing of new agro processed products;
8. Implement national policy initiatives for food security, rural and national economic development; whilst fostering linkages with international donors, NGO's and CBO's and other relevant agencies;
9. Implement appropriate disaster mitigation measures, ensuring a high level of preparedness within farming communities, carrying out damage surveys and developing appropriate strategies to restore productivity
10. Attract more young people into agriculture by establishing and strengthening linkages with school feeding programmes and the 4-H movement.
11. Develop a human resource capability which will ensure officers have a clear career development path and are regularly trained and updated in the latest technologies;
12. Maintain a high level of corporate governance and transparency by ensuring that all financial management, accounting, monitoring and evaluation systems satisfy the legal and managerial requirements of an effective, performance based, executive agency.

Job Purpose:

Working under the supervision of the Parish Social Services / Home Economics Officer (SS/HEO), the Social Services / Home Economics Assistant (SS/HEA) will assist in all aspects of the work SS/HE Officer. In particular, s/he will help increase the number of Home Economics Groups established in the parish and help them with aspects of family health and nutrition, agro-processing - including the development of new and innovative products, visits to vulnerable families, home gardening and rearing of small ruminants/ livestock. The SS/HEA will provide support to the Parish SS/HEO as required.

Key Outputs:

- An expanded network of Home Economics Groups established and functioning within the Parish;
- The nutritional status, health and well being of rural farm families in the Parish enhanced;
- The needs of vulnerable families in the Parish satisfied;
- Regular progress reports on existing income generating projects prepared and submitted;
- Markets for agro-processed and other products produced by home economics groups satisfied;
- Displays at shows on Home Economics Groups products and other aspects such as nutrition, family health etc. completed;
- Any other tasks as requested by the SS/HEO satisfied.

Key Responsibility Areas:

- Assisting in the setting up of Home Economics groups in the Parish;
- Conducting food demonstrations aimed at encouraging rural families to use local agricultural produce in preparing nutritious family meals;
- Assisting households in setting up home gardens and rearing small livestock to provide food for the family and for sale, to supplement income. Monitoring and reporting on these activities;
- Undertaking follow up visits to homes of vulnerable families to encourage the practicing of remedial action recommended by the Social Services /Home Economics Officer;
- Assisting in the sourcing of raw materials for use by the group members involved in agro-processing;
- Assist with the promotion of products in supermarkets, at agricultural shows and other public Fora;
- Visit income generating enterprises being implemented by rural women and making reports on these to the Social Services/Home Economics Officer;
- Assisting with the setting up and manning of displays at special events as directed by the Social Services / Home Economics Officer;
- Assist cottage industries and micro-enterprises established under the programme, to source markets for their products;

- Performing other duties as directed by the Parish Social Services/Home Economics Officer;

Authority:

- Work closely with the Home Economics Groups in the Parish

Performance Standards:

- Six (6) new Home Economics Groups established and functioning within the Parish;
- The nutritional status, health and well being of 100 rural farm families in the Parish enhanced;
- The needs of 5% of vulnerable families in the Parish satisfied;
- Regular monthly progress reports submitted on time;
- Identify new markets for products from the Home Economic Groups located;
- Assist in shows on Home Economics Groups products;

Internal and External Contacts (specify purpose of significant contacts):

Internal (within RADA)

Contact (Title)	Purpose of Communication
Deputy Parish Manager	Provides General Information/ Guidance/ Registration etc;
SS/HE Extension Officer	Weekly Work programmes, targets and budgets;
Marketing Officer	Coordination on the marketing of agro-processed products from groups;
Agricultural Extension and Livestock Officers	Coordination of backyard gardening techniques, and management of animals.

External

Contact (Title)	Purpose of Communication
Home Economics Groups	Group Formation, organization and promotion of activities
Inter –Agency Committees	Coordination with other organisations involved in Rural Development within the Extension Area including NGO's, CBO's and International Donor funded programmes.
Jamaica Agricultural Society	Input Supply, Servicing Farmers Groups, Exhibitions
Schools, 4H Groups, Youth Clubs and other community groups	Through formal lectures, general advice and encouragement get more young people to take up farming as a profession.

Special conditions associated with the job:

Should have their own transport and would benefit from special equipment to carry out their tasks;

Required Competencies (Core and technical to be specified):

- Good communication and strong customer orientation skills
- Sound practical knowledge of the principles, concepts, and practices of social services/home economics;
- Good understanding of nutritional and general health issues,
- Ability to identify crop and animal pest and disease problems;
- A good understanding of local market needs;
- Sound personal and professional integrity

Minimum Required Education and Experience

Diploma/Certificate in Home Economics, or a related discipline, from a recognized tertiary Institution.

Specify licensing or certification necessary for the job

Valid Food Handlers Permit.