

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: RURAL AGRICULTURAL DEVELOPMENT AUTHORITY (RADA)

JOB TITLE:	SBDC Junior Advisor
JOB GRADE:	
POST NUMBER:	
DIVISION/DEPARTMENT:	Parish Offices/ Field Operations
REPORTS TO:	Business Development Officer
MANAGES:	N/A

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

Strategic Objectives:

1. Provide farmers with a comprehensive and efficient extension service that fully utilizes ICT technology to support modernize and increase agricultural production, productivity and farmer income;
2. Promote the diversification of agriculture, and improved post harvest handling, agro-processing and livestock production to increase the value of agriculture to the national economy, thereby also improving the standard of living of farm families;
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 type of cropping patterns, type of livestock production, location and size of holdings;
5. Promoting land husbandry practices which preserve the natural resource base and discourage farming practices which lead to environmental degradation, particularly in critical watersheds;
6. Ensure that plant and animal, health and safety standards are maintained by educating farmers, 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, effectively carrying out damage surveys and developing appropriate strategies to restore productivity once the event has taken place;
10. Attract more young people into agriculture by establishing and strengthening linkages with school garden programmes and the 4 H movement;
11. Develop a human resource capability aligned with the overall mission of the Authority 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 accountability and transparency by ensuring that all financial management, accounting, procurement, monitoring and evaluation systems satisfy the legal and managerial requirements of a Statutory body which is moving towards an effective, performance based, executive agency.

Job Purpose:

In close collaboration with extension officers, assist farmer groups, individual farmers and 4 H members to prepare business plans and access credit institutions such as the People's Cooperative Bank for new enterprise development.

Key Outputs:

- A number of Business Plans and Loan Proposals, prepared in collaboration with extension officers and farmers;
- Updating of the Neoserra System
- Assist in the development of training programmes for extension officers, their assistants and farmers in business planning, appraisal of business plans and how to access funding on behalf of farmers and their groups;
- Assist in the training of farm business practices;
- Monthly progress reports against targets.

Key Responsibility Areas:

- Updating Clients information on Neoserra
- Performing follow up with Clients
- Accompanying Agricultural Extension Officers on Farm Group visit
- Assist in organizing training sessions
- Preparation of monthly progress reports and their timely submission

Performance Criteria

- Percentage of agreed performance targets achieved;
- Percentage of contacts conducted against target;
- Percentage of updates performed against target
- Sound solutions to problems provided
- Successful collaboration with relevant agencies

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

Internal

Contact (Title)	Purpose of Communication
Business Development Officer	Provides guidance and linkages with end users and financial institutions;
Parish Managers and their deputies	Provides information/advice; receive guidance.
Agricultural, Livestock, Marketing and Social Services/ Home Economics Extension Officers and their assistants	Advice and training in business practices, proposal appraisal etc;
Marketing Manager	Assessment of viability of proposals
ABIS Project Manager	Updated information for ABIS Database

External

Contact (Title)	Purpose of Communication
Lending Institutions	Criteria for selection of applicants and source of funds
Donor Agencies	Coordination of programmes and sources of funds
MOA Agricultural Business Centre	Information on progress
MOA Data Bank	Ditto
Parish Advisory Boards	Progress and new project ideas

AUTHORITY TO:

None

Required Competencies (Core and technical to be specified):

Core

- Sound analytical, logical and strategic thinking;
- Ability to exercise sound judgement;
- Ability to prioritise amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited time;
- Ability to manage limited resources in order to achieve challenging output targets;
- Sound personal and professional integrity;
- Strong customer orientation skills;

Technical

- The post-holder must be computer literate, with a sound practical knowledge of loan appraisal and proposal generation;
- Good knowledge of information technology and the scope it offers for supporting farmers who want to move towards managing their farms as businesses;
- Must have good standing with credit institutions,
- knowledge of budgeting and office procedures essential.

Minimum Required Education and Experience

- Tertiary Level Education – Business/Agriculture
- One (1) year relevant work experience.