



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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20th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**:

1. **Deputy Food Storage Officer (SOG/ST 8) – (Vacant) – Food Storage and Prevention of Infestation Division (FSPID)**, salary range \$2,457,386 - \$2,921,059 per annum and any allowance(s) attached to the post.
2. **Plant Research Assistant (SOG/ST 3) – (Not Vacant) – Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$918,981 - \$1,092,379 per annum and any allowance(s) attached to the post.

1. Food Storage Scientist (SOG/ST 8)

Job Purpose

Under the direct supervision of the Chief Food Storage Officer, the Deputy Food Storage Officer is responsible for providing direction to the Food Storage and Prevention of Infestation Division's (FSPID's) Food/Feed Testing and Research Laboratories (namely: Entomology, Microbiology, Pesticide Residue and Mycotoxin, Rodent Biology and Control and Postharvest Technology) and assists in the overall management of the FSPID.

Key Responsibilities

Management/Administrative:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides direction in the preparation of Unit Work Plans;
- Holds regular meetings with the Laboratory's Senior Food Storage Scientists;
- Reviews Productivity, Monthly and Quarterly Reports of the Laboratory Units;
- Approves weekly travel itinerary of Laboratory's Food Storage Scientists and Senior Food Storage Scientists;
- Approves the request for purchases within Laboratory Services;
- Liaises with other institutions, both locally and abroad, interested in similar programmes and ensures that Laboratory's Senior Food Storage Scientists are aware of new Scientific Research techniques;
- Facilitates Scientific Seminars for the exchange of ideas;
- Ensures that Laboratories employ tests that are fit for purpose;
- Ensures that specifications used are internationally accepted;
- Carries out spot checks on tests to ensure that proper results are being obtained;
- Ensures that proper records are maintained in the Laboratories;
- Provides direction in the preparation of budgets for Laboratory Units and ensures that budgets are submitted in a timely manner;
- Performs duties as Programme Manager as requested by the Chief Food Storage Officer;
- Attends meetings on behalf of the Chief Food Storage Officer.

Technical/Professional:

- Attends and makes recommendation for Laboratory staff to attend Codex and other technical meetings;
- Provides direction for the preparation of Laboratory manuals;
- Conducts and facilitates regular meetings for ISO/IEC 17025 accreditation;

- Ensures that Laboratory staff are aware of and conduct activities in accordance with ISO/IEC 17025 International Standard;
- Facilitates Audits and ensures Audit schedule is in place and monitored;
- Ensures the regular review of Quality Management System documents;
- Assists Laboratory's Senior Food Storage Scientists in the developing project ideas into project proposals;
- Monitors the progress of Laboratory projects, checking whether projects should be discontinued or altered to emphasize other aspects;
- Ensures that Laboratory staff are aware of the different projects being conducted within the Laboratory Services;
- Evaluates projects on their completion before submission to the Chief Food Storage Officer;
- Collaborates with the Training and Information Unit in the development and implementation of training seminars for technical staff;
- Authorizes decisions taken on reports from Laboratory's Senior Food Storage Scientists to Inspectors on condemnation or re-conditioning of food/feed.

Human Resource:

- Manages the welfare and development of Direct Reports through the preparation of Performance Appraisals;
- Determines training needs and recommends required training and development programmes;
- Provides guidance to staff through mentoring and training, providing assistance and support as needed;
- Participates in interviews of persons making application for the posts of Senior Food Storage Scientist, Food Storage Scientist and Assistant Food Storage Scientist;
- Recommends Vacation Leave for Laboratory staff;
- Approves Departmental Leave for Laboratory's Senior Food Storage Scientists;
- Assumes responsibility for the FSPID in the absence of the Chief Food Storage Officer, on recommendation;
- Deals with matters pertaining to members of staff as delegated by the Chief Food Storage Officer, from time to time.

Required Knowledge, Skills and Competencies

- Excellent leadership and interpersonal skills
- Customer and Quality Focus skills
- Excellent oral and written communication skills
- Ability to work in a team
- Strong ability to take initiative
- Excellent problem-solving and decision-making skills
- Knowledgeable of ISO/ IEC 17025 and 17020 standards
- Knowledgeable of HACCP
- Knowledgeable of ISO 9001 standard
- Knowledgeable of ISO 19011 standard
- Knowledgeable of relevant Codex standards
- Knowledgeable of FSPI Act and Regulations
- Knowledgeable of Public Service Regulations, policies and procedures
- Knowledgeable of the GoJ Staff Orders for the Public Service Regulations
- Proficiency in the use of relevant computer software e.g. Microsoft Word, Excel, PowerPoint

Minimum Required Qualification and Experience

- Postgraduate Degree in Natural Science, Biological Science or Agriculture;
- Management qualification e.g., Diploma in Management/Public Administration;
- Five (5) years' laboratory management experience;

OR

- Undergraduate Degree in Natural Science or Agriculture;
- Management qualification e.g., Diploma in Management/Public Administration;
- Ten (10) years' laboratory management experience.

Special Conditions Associated with the Job

- Flexibility to work overtime, on weekends and public holidays;
- Must be the holder of a valid Driver's Licence and own a reliable motor vehicle.

2. Plant Research Assistant (SOG/ST 3)

Job Purpose

Under the supervision of the Senior Plant Protection Officer (SOG/ST 5), the Plant Research Assistant (SOG/ST 3) is to assist with the execution, management and monitoring of research under laboratory, greenhouse and field conditions, as well as pest identification, diagnostic and advisory services.

Key Responsibilities

Technical/Professional:

- Assists with the implementation of field laboratory trials by preparation of the necessary equipment and materials, monitoring, processing and recording of the experimental data;
- Ensures that all procedures and treatments are executed as required according to specifics of experimental designs;
- Assists with the processing and preliminary diagnosis of pest problems and where possible, gives suggestions for their management;
- Prepares, preserves, cultures or rears specimens for identification and research;
- Assists in the preparation of reagents (chemicals) and other materials and equipment required for laboratory and field experiments;
- Assists with the routine maintenance and servicing of tools and equipment used for routine work;
- Assists with preparing and maintaining detailed inventories for controlling and monitoring the use of equipment, supplies and materials, giving timely notice of needs for replacement to supervisor;
- Assists with the transfer of technology to Extension Officers and farmers on open and field days;
- Assists supervisors on farm visits and other holdings in relation to pest problems;
- Assists in the sourcing and acquisition of materials, equipment and supplies for the assigned Plant Protection Unit;
- Helps in compiling and maintaining all relevant experimental, pest identification, diagnostic advisory and regulatory records where necessary;
- Attends workshops, seminars and training sessions;
- Performs a wide range of sundry tasks and activities assigned by or through the supervisor.

Human Resource:

- Supervises Field Assistants employed or assigned to assist with research and regulatory work.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good problem-solving and conflict management skills
- Ability to use initiative
- Customer and Quality Focus skills

Technical:

- Excellent knowledge of laboratory techniques
- Thorough knowledge of plant protection
- Knowledge of associated disciplines within and beyond Plant Protection
- Knowledge of the operations of Government/of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Agriculture from the College of Agricultural Science and Education (CASE) or other reputable institution.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to dust and bacterial and fungal spores;
- Exposure to long hours of solar radiation and rain in the field;
- Exposure to steep hillside, woodlands and other hazardous environment;
- Risk associated with long distance road travel, often off-track in unfamiliar and high risks areas;
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3rd June, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**