



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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3rd June, 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 be assigned to the following posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**:

1. **Systems Administrator (MIS/IT 3) – (Not Vacant) - Office of the Supervisor of Insolvency**, salary range \$1,103,782 – \$1,312,050 per annum and any allowance(s) attached to the post.
2. **Plant Quarantine/Produce Inspector (SOG/ST 4) – (Not Vacant) - Plant Quarantine/Produce Inspection Branch (Export Complex – Kingston)**, salary range \$1,061,136 - \$1,261,358 per annum and any allowance(s) attached to the post.

1. Systems Administrator (MIS/IT 3)

Job Purpose

Under the supervision of the Director, Human Resource Management and Administration, the Systems Administrator (MIS/IT 3) is responsible for supporting, troubleshooting and maintaining the Local Area Network (LAN) and Wide Area Network (WAN) located within the Office of the Supervisor of Insolvency and Office of the Government Trustee. He/she should ensure an efficient, robust and reliable network throughout the Office by troubleshooting, diagnosing and repairing malfunctioning Information Technology (IT) equipment and providing Help Desk assistance to staff, as well as ensuring the effective supply and operation of software applications and services.

Key Responsibilities

Technical/Professional:

- Troubleshoots and resolves problems with IT equipment for the Offices of the Supervisor of Insolvency and Government Trustee (OSIGT);
- Researches and maintains knowledge of current hardware/software technologies for network equipment;
- Configures and manages user accounts, groups, access policy and permissions for shared network resources;
- Configures and manages network switches, routers and other related equipment;
- Maintains an inventory of the network equipment of the Offices;
- Maintains documentation of network configurations and equipment deployed throughout the Offices;
- Installs and configures the computer network;
- Conducts Risk Assessments to identify user vulnerabilities and makes recommendations for mitigation/elimination of identified risks;
- Manages distribution of static and dynamic IP addresses;
- Installs Network and Server Operating Systems and other system software;
- Manages windows active directory computer domain;
- Monitors and analyzes network usage and performance to effect load balancing and configurations that will enable optimization;
- Implements network parameters to ensure highest security;
- Provides advice in the planning, designing and implementation of network solutions to improve overall efficiency and robustness of LAN/WAN as well as to accommodate the growing information processing needs of the Offices;
- Liaises with contractors in the implementation of the network (cabling and electronics);
- Interfaces with external telecommunications service providers to solve communication and network related issues;

- Establishes connectivity for users to the (Ministry) network and services such as the Intranet and Internet;
- Researches and maintains knowledge of current hardware/software technologies for desktop computers, servers, network topology and infrastructure;
- Installs antivirus, client applications, operating system software on computers as needed;
- Develops a IT Disaster Recovery Plan;
- Attends meetings where necessary;
- Maintains the Office Website;
- Performs other related functions assigned by the Director of Human Resource Management and Administration from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Good change management skills
- Managing the client interface
- Excellent analytical and problem solving skills
- Excellent planning and organizing skills
- Sound judgment and strong initiative
- Ability to maintain a high level of integrity

Technical:

- Proficiency in the use of relevant computer applications
- Knowledge of Local and Wide Area Networks architecture
- Knowledge of Windows Servers
- Knowledge of Exchange Servers
- Knowledge of network protocols and diagnostic tools
- Computer hardware and software troubleshooting, repair and maintenance

Minimum Required Qualification and Experience

- Diploma in Computer Science or equivalent from a recognized tertiary institution;
 - Two to three (2-3) years' experience in related field;
- or**
- Secondary level education with minimum of four (4) CXC or GCE 'O' Level subjects, including Mathematics and English;
 - Three to four (3-4) years' experience in related field.

Special Condition Associated with the Job

- Irregular work hours/days.

2. Plant Quarantine/Produce Inspector (SOG/ST 4)

Job Purpose

Under the direct supervision of the Certificate and Compliance Manager (SOG/ST 7), the Plant Quarantine/Produce Inspector (SOG/ST 4), will prevent the introduction and establishment of exotic pests by the use of appropriate measures to safeguard our borders, thus protecting the integrity of Jamaica's Agricultural Sector.

The incumbent will allow only the highest quality, pest free Agricultural commodities to be exported and imported in compliance with National and International Food Safety standards.

Key Responsibilities

Management/Administrative:

- Prepares and submits monthly and specialized reports;
- Represents the Department at seminars, workshops, meetings and Agricultural Shows;
- Advises potential exporters and importers, as well as the general public, on Plant Quarantine regulations and functions;
- Supervises and monitors the fumigation process;

- Disseminates relevant information to stakeholders through various public education campaigns, including tourists;
- Organizes/prepares exhibits for Agricultural Shows and Seminars;
- Delivers Customer Service in accordance with the Citizens Charter.

Technical/Professional:

- Inspects and certifies Agricultural commodities for export in accordance with trading partners requirements;
- Inspects and certifies Agricultural commodities being imported in accordance with local standards;
- Inspects new and existing packing facilities and enforces compliance with established standards;
- Supervises/monitors fumigation and other treatment processes;
- Monitors ports of entry;
- Conducts/participates in pest surveillances;
- Investigates pest sighting reports;
- Monitors pest and disease outbreaks;
- Collects, inspects and records the destruction of contraband (illegal imports of Agricultural items and other regulated commodities) in accordance with established standards;
- Records and supervises the destruction/re-export of non-compliant Agricultural/regulated commodities;
- Inspects and monitors transshipments of Agricultural/regulated commodities;
- Visits farms where crops are grown for export to ensure proper pests management and food safety practices are employed;
- Conducts regular monitoring to ensure that exporters are informed of new and existing entry requirements of major trading partners;
- Inspects and monitors aircrafts and marine vessels;
- Monitors markets, supermarkets and other outlets for illegal imports;
- Maintains the Plant Health Surveillance System;
- Conducts Overseas Farm Workers' Sensitization Sessions;
- Guides and monitors exporters' compliance with Food Safety Standards of trading partners;
- Enforces compliance with Jamaica's good manufacturing practices which includes:
 - ✓ Record keeping
 - ✓ Waste management, cleaning and sanitation
 - ✓ Security of food
 - ✓ Traceability
 - ✓ Product recall
 - ✓ Training
 - ✓ Audit and verification;
- Assists exporters in developing food safety plan for their facilities;
- Provides orientation for new exporters;
- Assists exporters in developing and maintaining traceability systems;
- Certifies and monitors offsite cold storage facilities;
- Certifies and monitors plant nurseries and farms according to established guidelines;
- Collaborates with major trading partners in accordance with their standard operating procedures;
- Performs other related functions assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Good problem solving, planning and organizing skills
- Good use of initiative
- Ability to work in teams
- Good leadership skills
- Good analytical thinking skills

Technical/Functional:

- Excellent knowledge of internationally accepted sanitary and phytosanitary procedures
- Formal training in fumigation techniques and procedures
- Proficiency in the use of computer applications
- Good knowledge of best practices in post-harvest handling of produce and storage
- Working knowledge of Plant Husbandry

- Working knowledge of Entomology
- Working knowledge of Botany
- Working knowledge of Pathology
- Excellent knowledge of Food Safety Standards
- Good knowledge of major trading partners' standard operating procedures
- Excellent knowledge of the Acts and Regulations of the Branch, as well as various standards, procedures and principles governing the activities

Minimum Required Qualification and Experience

- Associate Degree in Agriculture from the College of Agriculture Science and Education (CASE) or a Diploma in Agriculture from the Jamaica School of Agriculture, or equivalent;
- Training in local and international food safety standards;
- Proficient in Computer applications;
- Three (3) years working experience in plant quarantine/produce inspection;
- Training in fumigation.

Special Conditions Associated with the Job

- Exposure to hazardous chemicals such as Methyl Bromide and other post-harvest chemicals;
- Boarding of aircrafts and marine vessels;
- Threat to life in enforcing compliance;
- Will be required to travel extensively;
- Will be required to work early mornings, late evenings and on public holidays.

Applications accompanied by résumés should be submitted **no later than Tuesday, 16th 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**