



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 150** **OSC Ref. C.4858<sup>35</sup>**

3<sup>rd</sup> July, 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 the following **vacant** posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Chief Agronomist (SOG/ST 7) – Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
2. **Training Officer (GMG/AM 4) – Department of Co-operatives and Friendly Societies, Kingston**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

#### 1. **Chief Agronomist (SOG/ST 7)**

##### **Job Purpose**

Under the direct supervision of the Deputy Director (SOG/ST 9), the Chief Agronomist (SOG/ST 7) is responsible for all aspects of the Ministry's Crop Research Agronomy Programmes. The incumbent is also responsible for planning, organizing and executing all programmes for testing, verifying and/or adaptation of results obtained from investigations conducted on experimental stations and/or actual farm conditions.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Assists in the development and implementation of Operational Plans;
- Assists the Director, Crop Research in the preparation of annual budgets;
- Collaborates with the Extension Agency in implementing strategies for dissemination of research findings to farmers;
- Represents the Division/Ministry at meetings, conferences and seminars;
- Ensures timely preparation and submission of reports (monthly, quarterly and annually).

###### ***Technical/Professional:***

- Assists in the planning of weekly work programmes for Crop Research;
- Assists the Director, Crop Research, in the development of programme goals;
- Participates in training and field days on and off station;
- Writes proposals, research papers and fact sheets;
- Liaises with Agricultural Agencies such as CARDI, RADA, UWI and farmers' groups;
- Keeps abreast of local and international development in various aspects of agriculture.

###### ***Human Resource:***

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Division in developing and implementing a Succession Planning Programme for the Division/Unit to facilitate continuity and availability of required skills and competencies to meet the needs of the Unit;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties assigned by Senior Managers from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good human resource management skills
- Ability to work in teams
- Good interpersonal, people management and human relation skills
- Good problem-solving and conflict management skills

#### ***Technical:***

- Knowledge of agronomy methods
- Good knowledge of plant and soil methodologies
- Good knowledge of research procedures
- Sound knowledge of Agricultural practices
- Good analytical skills
- Proficiency in the relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures

### **Minimum Required Qualification and Experience**

- Masters of Science Degree in Agronomy with at least two (2) years' experience in the field;
- OR**
- Bachelor of Science Degree in General Agriculture with at least five to ten (5-10) years' experience in Crop Research Management.

### **Special Condition Associated with the Job**

- Exposure to pesticides.

## **2. Training Officer (GMG/AM 4)**

### **Job Purpose**

Under the supervision of the Training Manager (GMG/SEG 2), the Training Officer (GMG/AM 4) is responsible for the provision of technical support and development assistance to registered Societies and those seeking registration under the Friendly Societies and Co-operative Societies Act. The officer is also responsible for the collection and collation of data and to utilize such information in determining training needs and compliance gaps of different Societies and Groups.

## **Key Responsibilities**

### ***Management/Administration:***

- Represents the Department at meetings, conferences and other functions as directed;
- Co-ordinates to ensure adequate supply of stationery and handouts, audio-visual and other teaching aids are provided for training sessions;
- Assists with co-ordinating activities for workshops;
- Prepares Monthly Productivity Reports and dispatched to the Supervisor;
- Liaises with members of staff to obtains and facilitates their training needs.

### ***Technical/Professional:***

- Conducts Operational Assessment to identify training needs for members of Societies and provides feedback to Societies;
- Facilitates pre and post registration training for individuals in groups and Registered Societies in keeping with standard;
- Files updated with relevant recommendation regarding the application for registration and forwarded to the Supervisor;
- Develops programme of work to include basic policies and procedures for approval;
- Disseminates information to external clients regarding registration criteria under the relevant Acts and Regulations;
- Recommends promotional activities for the Department;
- Sets target dates for completion of assignments;
- Provides advice to applicants in writing if objects are not in keeping with Schedule 1 of the Charitable Act and outlines shortcomings and recommendation(s);
- Processes and submits application for entities seeking Registered Charitable Status to Tax Administration Jamaica (TAJ);
- Ensures that applications received that are not in compliance with standards under the Charities Act are provided with feedback;
- Responds to applicants under the Co-operative, Friendly Societies, Industrial and Provident Societies and Charities Acts;
- Reviews files and provides technical guidance to entities seeking registration under the Co-operative, Friendly and Industrial and Provident Societies Acts and Regulations;
- Attends Annual, Special or General Member's Meetings, as well as Committee of Management Meetings of Co-operatives and Friendly Societies, in an instructive and advisory capacity, on matters concerning management, Parliamentary procedures, meeting protocols and compliance with the requisite Acts, Regulations and Rules of these Societies;
- Prepares comprehensive reports of training and meetings and submits to the Supervisor to facilitate technical assistance where necessary;
- Prepares files for transfer to the Inspectorate Section;
- Co-ordinates and attends expositions;
- Promotes and disseminates information on the Department's services to the general public.

### ***Other:***

- Performs other related functions assigned from time to time;
- Acts as Liquidator or Enquirer for entities registered under the Acts.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Goal/results oriented
- Good interpersonal skills

- Good problem-solving and decision-making skills
- Ability work in teams
- Ability to use initiative
- Strategic Vision
- Possess sound integrity
- Good analytical thinking skills
- Good leadership skills
- Change management skills
- Good use of technology
- Good social skills

***Functional/Technical:***

- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of accounting and auditing standards and procedures
- Sound knowledge of Co-operatives and Friendly Societies Acts, Regulations and Procedures
- Proficient in relevant software applications

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Social Science/Mass Communication/Sociology from a recognized University;
- Three (3) years' experience in Training, Adult Education or Promotional and Business Administration activities and a comprehensive knowledge of the Acts administered by the Department.

**OR**

- Bachelors' of Education/Diploma in Education from a recognized institution;
- Training in Co-operative Societies.

**OR**

- Diploma in Co-operative Societies from Loughborough, Wisconsin or CODAY Institute, together with two (2) years' experience in Adult Education and Training Techniques.

**Special Conditions Associated with the Job**

- Must possess a reliable motor vehicle and a valid Driver's Licence;
- Highly unfavourable working conditions at times;
- Will be required to work on weekends;
- Will be required to work outside the normal working hours in completing the work programme;
- Extensive travel island-wide and internationally on occasions to various Co-operative Societies, Charitable Organizations, Friendly Societies, Industrial and Provident Societies, Agriculture Loans Societies and approved organizations, groups another institution.

Applications accompanied by résumés should be submitted **no later than Thursday, 16<sup>th</sup> July, 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](mailto: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.**

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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