



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 158**

**OSC Ref. C.4858<sup>35</sup>**

**9<sup>th</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 **Research and Development Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Senior Livestock Research Officer (SOG/ST 6)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Greenhouse Manager (SOG/ST 4)**, salary range \$1,061,136 - \$1,261,358 per annum and any allowance(s) attached to the post.

#### **1. Senior Livestock Research Officer (SOG/ST 6)**

##### **Job Purpose**

Under the direction of the Deputy Director, Livestock, the Senior Livestock Research Officer is responsible for conducting feeding and nutrition investigations on various classes of stock, the Animal Nutrition Laboratory and the delivery of technical and advisory services to the farming public.

##### **Key Responsibilities**

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

- Implements Work Plans related to area of focus;
- Ensures that proper techniques are employed for the collection, collation, input and analysis of data;
- Conducts quantitative and qualitative analyses of milk, feeds and forages;
- Prepares and presents written/oral reports as it relates to analytical procedures carried out;
- Reviews local and international literature/standards pertinent to the area of focus
- Provides technical advice as is necessary;
- Assists in the development/expansion of National Feed and Forage Introduction and Evaluation programmes.

###### ***Management of Animal Nutrition Laboratory:***

- Develops, implements and updates Work Plans for implementing documentation for ISO17025,9001 certification;
- Conducts internal audits as it relates to ISO 17025, 9001 Certifications;
- Implements strategies for maintenance of quality system documentation and training work-shop for staff members;
- Supervises the implementation and maintenance of the prescribed laboratory programmes;
- Supervises the implementation of prescribed Husbandry and Nutrition Programmes for all classes of stock;
- Supervises the maintenance of records on all laboratory activities;
- Monitors the developments in the Industry in order to guide research and development programmes;

**Management/Administrative:**

- Conducts assessment of the Unit's infrastructure to determine maintenance requirements;
- Prepares and submits prescribed reports;
- Participates in training programmes;
- Reviews fortnightly pay bills and other Work/Service Invoices for approval;
- Represents the Unit at meetings, seminars and other functions;
- Assists in the development of the Operational Plan and Annual Budget for the Unit;
- Assists in the execution of the Operational Plan;
- Assists in the procurement and delivery of inputs required for the Unit's operations

**Human Resources:**

- Monitors the performance of direct reports;
- Prepares Performance Appraisals, conducts evaluations and makes recommendations;
- Establishes and maintains a system that fosters a culture of teamwork;
- Provides leadership and guidance to staff through effective planning, delegation, communication and training;
- Facilitates and supports personal growth and development of staff members including the implementation of Conflict Resolution Strategies

**Required Knowledge, Skills and Competencies****Core:**

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Teamwork and cooperation
- Demonstrates Initiative
- Integrity

**Technical:**

- Knowledge of the operations of Government policies and procedures
- Excellent knowledge of livestock husbandry and management
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Chemistry specialty with two (2) years related experience
- Experience in ISO 17205, 9001,14001 would be an asset

**Special Conditions Associated with the Job**

- Frequent exposure to animals and their body fluids, with associated parasites, vectors and micro-organisms which could cause injury and possible transmission of zoonotic diseases.
- Periodic exposure to chemicals associated with laboratory analyses, livestock husbandry and care which can be harmful to humans

## **2. Green House Manager (SOG/ST 4)**

### **Job Purpose**

Under the supervision of the Horticulturist, the Green House Manager manages the day to day operations in the green houses and field plots and in addition provides quarantine safeguarding, phytosanitary and other technical services to the Post Entry Quarantine (PEQ) Unit.

### **Key Responsibilities**

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

- Prepares sterile composts and growing media;
- Maintains stock of clean sterile pots, seed trays etc;
- Propagates plants from seeds, cuttings, grafting from woody and herbaceous plants and other vegetative means;
- Supervises and administers pest eradication and weed control measures;
- Cleans, sterilizes and maintains plant growing areas and potting shed;
- Observes plants during the course of greenhouse operations for abnormalities and brings these findings to the attention of the Horticulturist;
- Supports the improvement of quarantine services at PEQ Unit;
- Identifies risk problems and potential pest risk problems;
- Implements safeguarding actions to reduce pest infestation;
- Develops, maintains and updates the Plant Data Base;
- Prepares technical reports;
- Brings to the attention of the Horticulturist, major failures and/or servicing requirements of equipment at the PEQ Unit;
- Participates in non-technical hands-on phytosanitary activities;
- Assists the Horticulturist in setting up Horticultural Research projects;
- Assists the Horticulturist to reduce pest infestation.

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

- Assists with the preparation of the Unit's Duty Roster;
- Maintains an accessible filing system for service manual, obtained for PEQ Unit;
- Reviews work programmes received from Horticulturist;
- Assists with planning work assignment for Research Assistant and daily regular staff;
- Interprets concepts and operating principles for staff;
- Checks and revises work assignment for staff supervised;
- Prepares reports for submission to the Horticulturist.

#### ***Other:***

- Obtains general proficiency or working knowledge through on the job training and/or formal training courses in general maintenance procedures in order to act as an effective back-up to the horticulturist during his/her absence;
- In the absence of the Research Assistant, conducts routine procedures for him/her as assigned;
- Keeps abreast of current practices in Plant Quarantine.

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

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

- Good oral and written communication skills
- Good interpersonal skills.
- Good problem solving and decision making skills
- Ability to work on own initiative
- Methodical
- Compliance
- Customer and Quality Focus skills
- Teamwork and Cooperation skills

- Planning and Organizing skills

**Technical:**

- Good knowledge of Government and the Ministry's policies and procedures
- Good technical knowledge and skill related to plant propagation and production.
- Excellent knowledge of pest management and eradication procedures.
- Good knowledge of laboratory techniques.
- Good working knowledge of current plant quarantine practices
- Working knowledge in General Maintenance procedures
- Good working knowledge of relevant Microsoft Office Applications (Word, Excel)

**Minimum Required Qualification and Experience**

- Associate Degree in General Agriculture from CASE or an accredited agricultural institution.
  - One (1) year work experience
- OR**
- Diploma from College of Agriculture Science and Education (CASE) or an accredited agricultural institution.
  - Two (2) years' experience
- OR**
- Agricultural Science Certificate from CASE or an accredited agricultural institution
  - Three (3) years' experience

**Special Conditions Associated with the Job**

- Exposure to hazardous pesticides and other harmful laboratory regents
- Exposure to high humidity level and low temperature level in working environment
- Occasionally long working hours and weekend


Applications accompanied by résumés should be submitted **no later than Wednesday, 22<sup>nd</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.**

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