



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 262**

**OSC Ref. C.4858<sup>36</sup>**

**22<sup>nd</sup> October, 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 post of **Plant Research Assistant (SOG/ST 3) (not vacant)** in the **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.

### **Job Purpose**

Under the supervision of the 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 give suggestions for their management;
- Prepares preservers, 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 preparation 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 transfer of technology to Extension Officers, farmers, open day and field days;
- Accompanies 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 other tasks assigned by or through his/her supervisor from time to time.

#### **Human Resources**

- Supervising Field Assistants employed or assigned to assist with research and regulatory work;
- Performs a wide range of sundry tasks and activities assigned by or through supervisor.

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

#### **Core**

- Good interpersonal skill
- Good oral and written communication skills
- Good problem solving and conflict management skills
- Ability to use initiative
- Excellent customer and quality focus skills
- Good time management skills
- Teamwork and co-operation

### **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 / Knowledge 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 CASE or other reputable institution

### **Special Conditions Associated with the Job**

- Exposure to hazardous pesticides and harmful laboratory reagents
- Exposure to dust, bacterial and fungal spores
- Exposure to long hours of solar radiation in the field and also rain soak
- 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, 4<sup>th</sup> November, 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**