



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 31
OSC Ref. C. 4858³⁷

26th January, 2021

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 posts in the **Research and Development Division, Ministry of Agriculture and Fisheries**:

1. **Operations Manager (SOG/ST 6) – (Vacant)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Livestock Research Assistant (SOG/ST 3) – (Vacant)**, salary range \$917,085 – \$1,090,126 per annum and any allowance(s) attached to the post.

1. **Operations Manager (SOG/ST 6)**

Job Summary

Under the direction of the Principal Research Director (SOG/ST 10), the Operations Manager (SOG/ST 6) is responsible for managing and maintaining motor vehicles, equipment, building infrastructure and pasture lands. The incumbent is also responsible for monitoring and managing the electrical and water operations of the Division.

Key Responsibilities

Management/Administrative

- Monitors the implementation of Operational Plan and Budget to ensure that work is carried out as planned within Budget;
- Prepares and submits performance reports and other reports;
- Submits status reports, documents as requested by the relevant authorities;
- Provides guidance/advice to the Principal Research Director and other managers;
- Provides technical information and advice on operations and maintenance of motor vehicles, building Infrastructure and Security Systems;
- Participates in the strategic planning for the Division;
- Consults with Agencies and private farmers on related activities carried out by the Division;
- Prepares/certifies pay bill.

Technical/Professional

- Manages the maintenance and repairs of all office/residential buildings, motor vehicle, tractors, equipment, machine and office compound;
- Monitors the maintenance of pastures by ensuring the necessary tools and machinery are in place for fence repairs, stumping, cutting of trees, bushing and irrigation;
- Monitors the repairs of all buildings and farm structures;
- Monitors the electrical and domestic water supply by liaising with the relevant organizations;
- Develops, implements and monitors the maintenance of the deep well water pump system which supplies the domestic water for the Division;
- Develops and implements maintenance programmes for vehicles, tractors, machinery and equipment;
- Develops and implements maintenance charts specific to each vehicle, tractor, equipment and pump to reduce down time due to mechanical failure;
- Designs and implements proper irrigation/water systems;
- Directs external repairs of vehicles and equipment;

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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;
- 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;
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Strong leadership and management skills
- Good interpersonal skills
- Excellent communication skills (oral & written)
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Strong integrity

Technical

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Sound knowledge of Fleet Management
- Sound knowledge in plumbing, electrical repairs and building construction
- Sound knowledge of irrigation operations and management
- Sound knowledge of farm management systems
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Agriculture, Farm Mechanization, or Engineering
- Three (3) years' experience in related field

Special Condition Associated with the Job

- Job sometimes requires extensive working hours

2. Livestock Research Assistant (SOG/ST 3)

Job Purpose

Under the supervision of the Chief Livestock Research Officer (SOG/ST 7), the Livestock Research Assistant (SOG/ST 3), is responsible for providing technical support towards the development of husbandry, nutritional, breeding and health care solutions for the small Ruminant Industry.

Key Responsibilities

Management/Administrative

- Prepares and maintained records;
- Prepares sales invoices and delivery slips for animals sold;
- Prepares and maintains Inventory Records;
- Manages, stores and monitors the distribution of protective clothing and accessories;

- Prepares and submits fortnightly pay bills;
- Manages herds;
- Collects and submits data.

Technical/Professional

- Assists the Chief Livestock Research Officer in management of research projects through the recording of data;
- Examines flock on a daily basis to ensure that animals are healthy;
- Ensures that breeding patterns and objectives are maintained;
- Provides technical advice to farmers and students visiting the Research Station;
- Monitors and evaluates the growth of young animals.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- 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;
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Strong customer relations skills
- Excellent teamwork and co-operation skills

Technical

- Knowledge of the operations of Government/Ministry's policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Diploma in Livestock Production and Management
- One (1) year experience

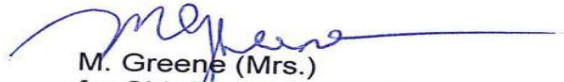
Applications accompanied by Résumés should be submitted **no later than Monday, 8th February, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of 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.



M. Greene (Mrs.)
for Chief Personnel Officer