



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 49
OSC Ref. C. 4858³⁷

4th February, 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 vacant post of **Biometrician (SOG/ST 7)** in the **Research and Development Division (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture and Fisheries**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Principal Research Director (SOG/ST 10), the Biometrician (SOG/ST 7) is responsible for planning, designing, monitoring and implementing Agricultural Research Experiment, analyzing and providing interpretation of experimental data. The incumbent is also responsible for ensuring that experimental designs and field plans are properly adhered to by giving guidelines and supervising the layout of experiments in the field.

Key Responsibilities

Management/Administrative:

- Advises the Principal Research Director and Chief Technical Director on statistics and research;
- Represents the Ministry and Government of Jamaica at International conferences, seminars and workshops;
- Collaborates with Local and International Researchers to exchange information as it relates to Agricultural Research Work;
- Evaluates the capacity of the Biometry Unit to effectively provide statistical advisory services;
- Provides guidance in the development of a framework to assist the implementation of Agricultural Research;
- Develops procedures for priority setting for the Biometry Unit;
- Assists the Principal Research Director to set Divisional priorities and to lead in the formulation of research policy guidelines and schedules.

Technical:

- Provides Statistical Service to Researchers;
- Trains researchers in Statistical Techniques;
- Designs data collection and recording systems;
- Designs and presents experimental plans;
- Visits, inspects and provides guidance in choice of experimental sites and experimental design layout;
- Prepares Scientific Papers for local and international publications;
- Reviews Scientific Papers emanating from within the Ministry and other allied Agencies for statistical soundness;
- Inspects experimental sites and advises accordingly;
- Monitors the adherence of researchers to prescribed Research Plan;
- Analyzes and interprets experimental results and prepares report for Researchers;
- Designs and maintains database of research results;
- Performs any other related duties as directed by the Principal Research Director and the Chief Technical Director.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good customer and quality focus skills
- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving, decision-making, planning and organizing skills

- Strong integrity
- Excellent ability to use initiative
- Ability to manage partners

Technical:

- Excellent knowledge of Ministry's policies and procedures
- Proficient in applied statistical data analyses
- Proficient in the use of relevant computer applications
- Technical, business and scientific writing skills

Minimum Required Qualification and Experience

- Master of Science Degree in Biometry or Applied Statistics, along with two (2) years applied agricultural research.

Applications accompanied by Résumés should be submitted **no later than Thursday, 18th 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.



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