



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 43

OSC Ref. C.5848³⁷

2nd 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 **Senior Research Director (SOG/ST 8)** in the **Research and Development Division, Bodles Old Harbour, St. Catherine, Ministry of Agriculture and Fisheries**, salary range \$2,457,386 - \$2,921,059 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Deputy Research Director (SOG/ST 9), the Senior Research Director (SOG/ST 8), is responsible for managing all aspect of the improvement and management of dairy cattle genetics resources.

Key Responsibilities

Management/Administrative

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Livestock Research and Improvement planning process;
- Prepares and monitors the Dairy Cattle Breeding and Genetics Operational Plan;
- Prepares Budget to ensure the work of the Unit is completed;
- Ensures the management and husbandry of all dairy cattle animals under the stewardship of the Unit
- Represents the Livestock Research and Improvement Unit at meetings, conferences workshops and seminars;
- Provides guidance to the Deputy Research Director and other Unit Managers on matters related to animal breeding and genetics;
- Develops schedules of requisition and programmes of utilization to facilitate the effective supply of inputs and services for the management of Animal Genetic resources constituting the Jamaica Hope Nucleus Herd.

Technical/Professional

- Conducts research relevant to Dairy Cattle Genetics;
- Estimates the breeding value or genetic merit to determine the animal's suitability as parents;
- Estimates genetic and phenotypic parameters;
- Collates and analyses livestock information;
- Undertakes analytical studies in specific technical and policy issues affecting Animal Genetic resources, improvement and management;
- Ascertains relevant development in Animal Breeding and Quantitative Genetics;
- Plans and establishes training, extension research and programmes for National Daily Cattle Sub-sector;
- Facilitates the dissemination and/or adoption of new and improved technology in the area of Animal Breeding and Genetics;
- Consults with research and development principals to identify problems in the area of livestock research that are amenable to Breeding and Genetics Solutions;

Human Resources

- 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 attaining 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;
- 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 in collaboration with the Human Resource Division;
- 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.

Other

- Attends meetings on behalf of the Director
- Performs any other related functions assigned from time to time

Required Knowledge, Skills and Competencies

Core

- Excellent communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical

- Knowledge in the application of animal breeding principles and procedures
- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- M.Sc. in Animal Breeding and Quantitative Genetics
- Knowledge in the application of animal breeding principles and procedures
- Ability to effect basic animal evaluation using the foregoing principles within six (6) months

Special Conditions Associated with the Job

- Exposure to dusty conditions
- Exposure to hazardous chemicals and drugs and zoonotic diseases conditions

Applications accompanied by résumés should be submitted **no later than Friday, 15th February, 2021 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

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 'MT', with a long, sweeping horizontal line extending to the right above the signature.

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