



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. 99 **OSC Ref. C. 4858³⁸**

16th March, 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 **vacant** post of **Laboratory Technician (SOG/ST 2)** in the **Research and Development Division, Ministry of Agriculture and Fisheries**, salary range \$716,565 - \$851,771 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Senior Plant Protection Officer (SOG/ST 6), the Laboratory Technician (SOG/ST 2), is responsible in ensuring that full laboratory support is provided for Research, Pest Identification, Diagnostic and Regulatory Work.

Key Responsibilities

- Prepares Laboratory Reagents and Culture Media for Diagnostic Work;
- Collects, registers and prepares specimens and samples brought to the laboratory for identification of pests and diagnosis by the Plant Protection Officers;
- Maintains Laboratory Records;
- Performs chemical analyses on animal samples brought in by farmers;
- Operates laboratory equipment which assists in the analysis of samples;
- Ensures that reference collection are adequately maintained;
- Assists with orientation/training of students from Secondary/Tertiary Institutions;
- Preparation of laboratory for Honeybees Production;
- Visits farms and other holdings to assists Plant Protection Officers/Apiculture Officers with field work;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good interpersonal skills
- Good teamwork and co-operation skills
- Good people management skills
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Strong leadership and management skills

Technical

- Sound knowledge of laboratory techniques and standards
- Sound knowledge of material resources
- Ability to perform basic maintenance and servicing of laboratory equipment
- 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

- Laboratory Technician Certificate or equivalent qualification

OR

- Four (4) CXC or GCE 'O' Levels including passes in English Language, Mathematics, Chemistry and one (1) other subject or its equivalent
- One (1) year experience working in a Laboratory

Special Conditions Associated with the Job

- Exposure to harmful chemicals, fumes and dusts
- Exposure to hazardous chemicals
- Exposure to ultraviolet radiation
- Exposure to smoke, dust, bacteria and fungal spores
- Occasional long working hours
- Exposure to bees sting
- Exposure to high temperatures.
- Use of Personal Protective Equipment

Applications accompanied by résumés should be submitted **no later than Monday, 29th March, 2020 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@moa.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