



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 91**

**OSC Ref. C. 4858<sup>38</sup>**

**12<sup>th</sup> 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 **Livestock Research Assistant (SOG/ST 3)** in the **Research & Development Division (Montpelier, Montego Bay), Ministry of Agriculture and Fisheries**, salary range \$918,981 - \$1,092,379 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Livestock Research Officer (SOG/ST 5), Livestock Research Assistant (SOG/ST 3) assists in the maintenance of all records, implementation and monitoring of prescribed Husbandry and Breeding and Nutritional Practices. The incumbent also supervises Farm Hands essential to the operational integrity of the Unit.

### **Key Responsibilities**

#### **Administrative**

- Prepares and submits fortnightly wages for approval;
- Assists in the scheduling and preparation of application for leave for Farm Hands;
- Prepares requisition for the Main Stores.

#### **Technical/Professional**

- Assists the Livestock Research Officer with the implementation of Research Projects and the recordation of data;
- Assists with the preparation of fortnightly work programmes and monitor their implementation;
- Examines flocks/herds on a daily basis in order to ensure proper maintenance of animal health;
- Prepares and submits information for reports to Livestock Research Officer;
- Participates in the training of students and farmers;
- Monitors the implementation and maintenance of Breeding Programme;
- Monitors the implementation of prescribed Husbandry and Nutrition Programmes for all classes of stock;
- Maintains all records pertaining to birth, death, sales and inventory of animals;
- Maintains a sub-store of feed, medication and other supplies and monitors their distribution and use;
- Determines and secures support with respect of machinery, other equipment and services from the Farm Management Unit in consultation with the Project Manager;
- Prepares and maintains all records on animal performance;
- Liaises with Animal Health and Artificial Insemination Technicians in order to ensure the treatment and breeding of animals.

#### **Human Resources**

- Monitors and evaluates the performance of direct reportees;
- Assists in the preparation of Performance Appraisals and recommendations;
- Maintains a system that fosters a culture of teamwork and commitment to the goals of the Division;
- Supervises Farm Hands;
- Performs other related functions assigned from time to time by the Livestock Research Officer.

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

### **Core**

- Good oral and written communication skills
- Good problem solving skills and decision making skills
- Good conflict management skills
- Ability to lead and work in teams
- Good customer and quality focus skills

### **Technical**

- Fundamental knowledge of the operations and procedures of Government
- Excellent knowledge of animal management practices.
- Good knowledge of electronic data storage and retrieval.
- Proficiency in record keeping procedures.

## **Minimum Required Qualification and Experience**

- Diploma in Agriculture or equivalent qualification from a recognized Institution.

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

- Working environment involves possible exposure to dusty conditions, hazardous chemical and drugs, and zoonotic disease conditions.

Applications accompanied by résumés should be submitted **no later than Thursday, 25th 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](mailto: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**