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**CIRCULAR No. 112**  
**OSC Ref. C. 6583/S2<sup>2</sup>**

**25<sup>th</sup> March, 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 **vacant** posts in the **Forestry Department**:

1. **Senior Compliance and Enforcement Officer (Level 6)**, salary range \$1,691,168 – \$2,099,505 per annum and any allowance(s) attached to the post.
2. **Forester, Plantation Assessment (Level 6)**, salary range \$1,691,168 – \$2,099,505 per annum and any allowance(s) attached to the post.
3. **Forester, Biophysical Inventory (Level 6)**, salary range \$1,691,168 – \$2,099,505 per annum and any allowance(s) attached to the post.

1. **Senior Compliance and Enforcement Officer (Level 6)**

**Job Summary**

Under the general direction and supervision of the Senior Director, Forest Enforcement Services, the incumbent implements measures to prevent damage to and or encroachment on lands managed by the Forestry Department and ensures application of the provisions of the Forest Act and Forest Regulations and other relevant Acts and Regulations to these areas.

**Key Responsibilities**

***Management/ Administrative***

- Participates in the development of Corporate and Operational Plans and the setting of priorities;
- Represents the Division at national and regional meetings, conferences and other functions as required;
- Oversees the implementation of the Forest Resource Protection Programme in accordance with established guidelines/standards;
- Prepares Regional reports;
- Liaises with other Enforcement Agencies in the implementation of the Forest Resource Protection Programme;
- Vets reports received from direct reports;
- Conducts meetings with direct reports.

***Human Resource Management***

- Manages the welfare and development of direct reports in the Region through the implementation of the Performance Management Appraisal System;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and gives assistance and support when needed;
- Identifies training and development needs of direct reports and ensures that these are adequately addressed;
- Participates in the recruitment and selection of enforcement personnel for the Region assigned;
- Ensures that direct reports are aware of the policies, procedures and guidelines governing the operations of the Division and the Forestry Department;
- Recommends/administers disciplinary actions to direct reports in accordance with the Agency's established Human Resource policies and guidelines;
- Establishes and maintains systems to foster a culture of service and teamwork within the Branch;

- Recommends leave in accordance with the Agency's Human Resource guidelines.

### ***Technical/ Professional***

- Attends Court hearings as required to give evidence in connection with forest related offences/violations;
- Conducts remote surveillance using available technology as well as intelligence derived from the hotline and other sources;
- Distributes instructional and interpretive literature to users of the forest resources from time to time;
- Serves notices, warnings, summonses;
- Makes arrests and conducts seizures;
- Collates and analyses data from reports submitted by Forest Rangers and makes recommendations based on findings;
- Participates in the promotion and sensitization of local communities to the sustainable use of the forest resources;
- Participates in the sensitization of the public to the legislation overseen by the Agency;
- Recommends changes to legislation/policies governing the management of the forest to enhance the implementation of compliance and enforcement responsibilities;
- Formulates and implements strategies to promote voluntary compliance;
- Convenes meetings and prepares Progress Reports;
- Informs the preparation of handbooks and brochures and disseminates information to users of the forest resources from time to time;
- Co-ordinates the collection of information/evidence to support the prosecution of offenders against the Forest Act and Regulations;
- Prepares and submits Investigative Forest Offence Reports and secures evidence in support of same, where offences are detected;
- Ensures that leases, permits and licences on forest estates are monitored;
- Ensures that the lands managed by the Agency are monitored to minimize incidents of encroachment and squatting;
- Performs any other related duty that may be assigned from time to time.

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

The Officer must be able to demonstrate:

#### **Technical**

- Ability to exercise sound judgement
- In-depth knowledge of the Forest Act and Regulations
- Ability to prioritize amongst conflicting demands and make rational decisions within a limited time-frame based upon a sound understanding of the facts
- Knowledge of Information Technology and the scope it offers for supporting management and operations
- Strong investigative and research techniques
- Sound ability to write technical report
- Excellent conflict resolution techniques

#### **Behavioural**

- Excellent managerial skills
- Sound analytical and strategic thinking ability
- Ability to manage limited resources in order to achieve challenging output targets
- Sound personal and professional integrity
- Excellent customer orientation skills
- Effective oral and written communication skills
- Effective interpersonal skills
- Ability to work under pressure to meet specific deadlines
- Ability to build partnership in achieving operational goals

### **Minimum Required Qualification and Experience**

- First Degree in Forestry, Natural Science or Law Enforcement from a recognized institution
- Four (4) years' experience in Forestry, Environmental Management/ Agriculture / Compliance- Enforcement or related field.
- Training in Supervisory Management

**OR**

- An Associate Degree in Forestry, Natural Science/Environmental Management or

related field.

- Training in Supervisory Management
- Five (5) years' work experience in environmental compliance/enforcement or related field;

**OR**

An equivalent combination of academic qualification and field experience.

## **2. Forester, Plantation Assessment (Level 6)**

### **Job Purpose**

Under the direct supervision of the Director, Forest Resource Assessment, the incumbent is responsible for planning, implementing and monitoring Forest Plantation Assessments and drafting logging plans for scheduled harvestable plantations. The incumbent regularly updates the Forest Plantation database and ensures that standing volume and or scaling related activities are properly authorized and are following the Agency's standard operating procedures. The incumbent will also assist with the assessment and extraction approaches of non-timber forest products.

### **Key Responsibilities**

- Plans and directs Plantation Assessments in Forest Estates island wide;
- Directs inventory surveys to determine stock and growth projections using growth and yield forecasting;
- Builds and maintains Plantation Forest Database with costings which subsequently feed up into the Agency Asset Register;
- Drafts Logging or Extraction Plans and schedules to assure sustainable harvesting of timber and non-timber forest products to meet Agency's Annual Revenue Targets;
- Conducts investigation of Forest Estates to identify ecological information/data (tree species; environmental conditions such as soil type, climate and rainfall and length of time required etc.) that assess in the development of Forest Restoration Plans post harvesting;
- Implements and monitors Forest Plantation Assessments and extraction methods based on site specificity;
- Collects, collates and or checks plantation volumetric data whilst administering a structured approach in verifying the reliability of the generated data;
- Determines most suited method/s of cutting and removing timber with minimum waste and environmental damage;
- Researches Timber Extraction Techniques which may affect yields and growth models of different species;
- Analyses forest plantation conditions to determine any anomalies related to species variation;
- Identifies and maps plantation estates based on a number of ecological, economic and growth performance parameters;
- Assists in the development and administration of a standard lumber/board foot measurement techniques for use;
- Participates in environmental studies and prepares environmental reports for forest plantations;
- Provides technical support in volume assessment and extraction techniques of timber and non-timber products to external clients and stakeholders;
- Assists with the conducting of Forest Resource Inventory and valuation in Forest Estates as requested;
- Generates data from Annual and other Technical Reports on forest resource assets;
- Drafts Forest Plantation Assessment Reports with the relevant data to support extraction of timber and non- timber forest products;
- Retrieves, collates and processes forest data for purposes of logging plans, plantation assessment reports and /or project development;
- Represents the Agency at Technical fora relating germane to plantation and natural resource management;
- Generates and utilizes current inventory/assessment data for the Agency's national and international reporting obligations;
- Participates in the Agency's Public Education and Awareness Programmes;
- Performs any other related duties that may be assigned from time to time.

### **Human Resource**

- Develops, implements, and monitors approved Section/unit plans;
- 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;
- Provides guidance and supervision to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Section's and Agency's goals;
- Develops and maintains clear communication channels, while empowering staff through capacity building through a hand-on approach;
- Liaises with the Human Resource Management & Development Branch on personnel matters regarding staff.

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

***The post-holder will be able to demonstrate:***

#### ***Technical***

- Proficient in database programmes inclusive of Microsoft suite especially Excel
- Competent in forest modelling and forest assessment techniques
- Proficient in statistics
- Possess a high awareness of species identification & classification
- Good analytical skills
- Sound forest/natural resource sampling and assessment skills

#### ***Behavioural***

- Display initiative, flexibility, creativity and ingenuity while maintaining integrity.
- Possess the ability to utilize limited resources in order to achieve outputs amidst competing demands
- Ability to prioritize amongst conflicting demands and make rational science-based decisions
- Good time management and prioritisation skills
- Good team building skills
- Excellent oral and written communication skills
- Good analytical and problem-solving skills
- Excellent organisational skills
- Strong interpersonal skills

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Forestry/Environmental Management, Natural Resources Management, Agriculture or related area;
- Minimum 2 years related field experience in aforementioned areas.

**OR**

- Associate Degree/Diploma in Forestry/Environmental Studies, Agriculture or related area;
- Minimum of 4 years related field experience.

**Plus**

- Expert knowledge of Forest Assessment techniques;
- Advanced training in Forest Mensuration and other volumetric techniques;
- Possess certificate(s) in short training courses relating to Forestry and or Natural Resource Management and or Assessment.

### **3. Forester, Biophysical Inventory (Level 6)**

#### **Job Purpose**

Under the direct supervision of the Director, Forest Resource Assessment, the incumbent is responsible for planning, implementing and monitoring Forest Resource Inventories and other resource assessments on Forest Estates. The incumbent will regularly updates the Forest Inventory Database and ensures that accuracy and the integrity of the data are maintained and

remain in useable formats and are readily accessible. The incumbent will also assist with the development and implementation of approaches to assess non-timber forest products and assessment and extraction approaches of non-timber forest products.

### **Key Responsibilities**

#### ***Technical***

- Supervises preliminary surveys/reconnaissance investigations to determine or ascertain the scope of assessment, the estimated length of time, resources required including accommodation and the necessary sampling method;
- Collects or collates preliminary data (rainfall patterns, socio-economic data, forest violations, and squatting information) on forest estate for which inventory/assessment will be done;
- Assists in the development of Inventory Design and approach for approval by the Senior Director, Forest Resource Information Management (FRIM);
- Directs inventory surveys based on the approved design as outlined in the approved manual/standard operating procedure or according to other acceptable standards;
- Collects and cross-checks Forest Inventory and Mensuration Data, including Archival Data;
- Retrieves, collates and processes Forest Inventory Data for purposes of preparing the Forest Management Plans and for Project Development;
- Researches effective, cost-efficient tools and techniques to help assess and monitor Forest Resources;
- Works with contracted personnel to include Soil and Carbon Assessments;
- Assists in the creation of the necessary tools to improve the quality of data collected;
- Analyses forest conditions to determine any anomalies related to forest composition and structure including species distribution and or variation;
- Participates in environmental studies and prepares technical reports on Forest estates;
- Assists in planning and implementing projects and other activities leading to sustainable Forest Management inclusive of a National Forest Inventory Programme for the Island;
- Assists with the conducting of assessment in private Forest Estates;
- Manages the Forest Inventory Application used to analyse and code Forest Inventory Data;
- Represents the Agency at technical fora relating to Natural Resources and/or forestry;
- Assists with the valuation of Forest Resources;
- Generates and utilizes current inventory/assessment data for the Agency's National and International Reporting obligations;
- Assists with volume assessment of Forest Plantations as needed;
- Participates in the Agency's Public Education and Awareness Programme;
- Performs any other duties that may be assigned from time to time.

#### ***Human Resource***

- 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;
- Provides guidance and supervision to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of team members are addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and, commitment to the Unit and Agency's goals;
- Informs team members and demonstrates to them how tasks are performed;
- Liaises with the Human Resource Management & Development branch on personnel matters regarding staff.

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

***The post-holder will be able to demonstrate:***

#### ***Technical***

- Proficient in database programmes inclusive of Microsoft suite especially Excel
- Competent in forest modeling and forest assessment techniques
- Proficient in statistics
- Possess a high awareness of species classification
- Good analytical skills
- Proficient in geospatial data collection techniques and analysis using the ESRI ArcGIS suite of products

***Behavioural***

- Display initiative, flexibility, and ingenuity while maintaining integrity
- Display tact and discretion when in contact with representatives of the various Agencies and the general community
- Possess the ability to utilize limited resources to achieve challenging output targets
- Sound personal and professional integrity
- Ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited time
- Good team-building skills
- Excellent oral and written communication skills
- Good analytical and problem-solving skills
- Excellent organisational skills
- Strong interpersonal skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Forestry/Environmental Management, Natural Resources Management, Agriculture or related area;

**OR**

- Associate Degree/Diploma in Forestry/Environmental studies, Agriculture or related area;

**Plus**

- Expert knowledge of Forest Resource Assessment
- Advanced training in Forest Mensuration Techniques
- Minimum of 4 years related experience
- Possess certificate(s) in short training courses relating to Forest(ry) and or Natural Resource Management and or Assessment

Applications accompanied by résumés should be submitted **no later than Monday, 12<sup>th</sup> April, 2021 to:**

**Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8**

Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

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**