



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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28th April, 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 **Ministry of Agriculture and Fisheries**:

1. **Chief Livestock Research Officer (SOG/ST 7), – in the Research and Development Division (Montpelier Research Station, Montego Bay)**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.
2. **Senior Livestock Research Officer (SOG/ST 6) – in the Research and Development Division, Bodles, Old Harbour**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.

1. Chief Livestock Research Officer (SOG/ST 7)

Job Summary

Under the direction of the Senior Research Director (SOG/ST 8), the Chief Livestock Research Officer (SOG/ST 7) is responsible for the transfer of the technological outcomes of Livestock Research to Livestock Practitioners aimed at the conservation, development and utilization of local/introduced Animal Genetic Resources; and the utilization of Forage Species for the enhancement and sustainability of the production of milk and meat.

Key Responsibilities

Management/Administrative Responsibilities

- Collaborates with organizations involved in research and development in Livestock to identify priority research projects;
- Collaborates with the Extension Agency in developing and implementing strategies for the dissemination of Research Findings to farmer clients;
- Co-ordinates the daily operations of the Livestock Unit;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of Unit's Research and Development Programmes;
- Prepares the Budget of the Unit for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates budgetary allocation for each project/programme in the Unit;
- Initiates and maintains an adequate and effective communication system between members of the Unit and Sections of the Division;
- Represents the Ministry/Division at meetings, conferences and seminars.

Technical/Professional

- Maintains a current awareness of the work being undertaken at the frontiers of knowledge and maintains contact and collaborates with local and regional institutions;
- Ensures the preparation and publication of monographs, Scientific Reports and articles;
- Collates the presentation of research and development projects and programmes and Animal Reports for dissemination;
- Assists the Senior Research Director in the organization of seminars, and meetings in order to communicate and disseminate research findings;
- Supervises the utilization of computer hardware and software suitable for the storing, collating and analyzing records of performance;
- Reviews and updates the maintenance of the accepted systems of Herd Records;
- Participates in Livestock Appraisals/Administration of the Breeders Societies, advising the National Sire Service Schemes;
- Evaluates the application of models of Biotechnology;
- Acts as liaison in the implementation of collaborative projects with other Agencies.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective action where necessary;
- Participates in the recruitment of staff for the Division/Unit;
- Provides leadership and guidance to direct reports;
- Ensures the welfare and developmental needs of staff in the Unit are addressed;
- Establishes and maintains a system that fosters a culture of teamwork;
- Assesses and evaluates staff performance;
- Performs any other related duties which may be assigned from time to time

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Strong leadership skill
- Good interpersonal and people management skills
- Strong customer relations skills

Technical

- Excellent knowledge of farm animals and livestock production and management
- Excellent knowledge of livestock research methodologies
- Knowledge of the operations of Government/Ministry's policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- MSc. Degree in Animal Nutrition, Animal Husbandry or related field with at least two (2) years' experience
- OR**
- BSc. Degree in Livestock Production or related field with at least eight (8) years' experience in the field

Special Conditions Associated with the Job

- Physical interaction with large animals
- Exposure to animals body fluids, liquid and solid excretions
- Exposure to disease conditions
- Prolonged exposure to the vagaries of the environment

2. Senior Livestock Research Officer (SOG/ST 6)

Job Summary

Under the direction of the Deputy Director, Livestock (SOG/ST 9), the Senior Livestock Research Officer (SOG/ST 6) is responsible for conducting investigations (feeding and nutrition; reproduction and health; husbandry; breeding) on various classes of stock, supervising Production Units and the delivery of Technical and Advisory Services to the farming public.

Key Responsibilities

Management/Administrative

- Reviews fortnightly pay bills and other Work/Service Invoices for approval;
- Assists in the development of the Operational Plan and Annual Budget for the Unit;
- Assists in the execution of the Operational Plan;
- Represents the Unit at meetings, seminars and other functions;
- Assists in the procurement and delivery of inputs required for the Unit's operations;
- Conducts assessment of the Unit's infrastructure to determine maintenance requirements;
- Prepares and submits prescribed reports;

- Participates in training programmes.

Technical/Professional

- ***Research & Development Investigations***
 - ✓ Develops and implements individual research/development projects related to area of focus;
 - ✓ Ensures that proper techniques are employed for the collection, collation, input and analysis of data;
 - ✓ Prepares and presents oral/written reports;
 - ✓ Reviews local and international literature pertinent to the area of focus;
 - ✓ Provides technical advice to the farming public.
- ***Supervision of Production Units***
 - ✓ Supervises the implementation and maintenance of the prescribed Breeding Programmes;
 - ✓ Supervises the implementation of prescribed Husbandry and Nutrition Programmes for all classes of stock;
 - ✓ Supervises the maintenance of all records pertinent to births, deaths, sales and inventory of animals;
 - ✓ Supervises the maintenance of records on animal performance;
 - ✓ Supervises the timely breeding and treatment of animals in need of veterinary attention;
 - ✓ Monitors the developments in the Industry in order to guide Research and Development Programmes.

Human Resources

- Monitors the performance of direct reportees;
- Prepares Performance Appraisals, conducts evaluations and makes recommendations;
- Establishes and maintains a system that fosters a culture of teamwork;
- Provides leadership and guidance to staff through effective planning, delegation, communication and training;
- Facilitate and supports personal growth and development of staff members including the implementation of Conflict Resolution Strategies;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Teamwork and co-operation
- Initiative
- Integrity

Technical

- Knowledge of the operations of Government policies and procedures
- Excellent knowledge of livestock husbandry and management
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Masters' Degree in Animal Science specialty with two (2) years related experience

OR

- Bachelor of Science Degree in General Agriculture/Biological Sciences and three (3) years in-service experience
- Publications including at least one research paper

Special Conditions Associated with the Job

- Frequent exposure to animals and their body fluids, with associated parasites, vectors and micro-organisms which could cause injury and possible transmission of zoonotic diseases.
- Periodic exposure to chemicals associated with livestock husbandry and care which can be harmful to humans

Applications accompanied by résumés should be submitted **no later than Tuesday, 11th May, 2021 to:**

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

E-mail: 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**