



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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19th May, 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 be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Technical Services Co-ordinator (GMG/SEG 1) – (Not Vacant)**, in the **Technical Services Directorate Division**, salary range \$1,577,167 – \$1,874,755, per annum and any allowance(s) attached to the post.
2. **Executive Secretary 2 (OPS/SS 5) – (Not Vacant)**, in the **Office of the Chief Technical Director, Special Projects Division**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.
3. **Laboratory Technician (SOG/ST 2) – (Not Vacant)**, in the **Research and Development Division**, salary range \$716,565 – \$851,771 per annum and any allowance(s) attached to the post.

1. Technical Services Co-ordinator (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Chief Technical Director (CTD 1), the Technical Services Co-ordinator (GMG/SEG 1), is responsible for providing technical and administrative support for the effective functioning of the Technical Services Directorate.

Key Responsibilities

Management/Administrative:

- In collaboration with the Chief Technical Director, reviews the plans and policies of the Divisions which falls under the ambit of the Technical Services Directorate and prepares guidelines to ensure the efficient operation of the Directorate;
- Assists with the preparation of the objectives of the Directorate and ensures that they are consistent with the overall objectives and policies of the Ministry of Agriculture;
- Represents the Ministry at meetings, conferences, seminars and workshops;
- Provides Technical information and advice to Directors, Managers, and other members of staff;
- Prepares and submits reports and documents as requested;
- Participates in the Strategic Planning and preparation of the Operational Plan for the Technical Services Directorate;
- Consults with Agencies and other business interests on agricultural related activities;
- Prepares and plans Work Schedules/Work Plans for the Directorate and ensures follow up processes are completed;
- Prepares Itinerary for consultants and members of Technical Teams on official visits to Ministry of Agriculture and Fisheries;
- Liaises with the Facilities and Property Management Unit to make arrangements for official overseas travel for the Chief Technical Director.

Technical/Professional:

- Conducts Technical research and analysis and presents findings to the Chief Technical Director;
- Documents matters of a sensitive nature which have technical implications for the Ministry;
- Keeps the Chief Technical Director abreast of agricultural issues that has direct impact on the Ministry of Agriculture and Fisheries;
- Compiles, analyses and interprets performance metrics for projects/programmes;
- Monitors technical performance issues;

- Facilitates technical support;
- Prepares written reports that proactively identify opportunities for managements reviews; these would include both service and product performances;
- Undertakes special research projects and prepares reports on results to the Chief Technical Director;
- Consults and advises Directors, Managers and other stakeholders on agricultural related issues and provides recommendations as to the solutions to the various problems;
- Participates in Divisional Staff Meetings and ensures that follow up action is taken on matters to be addressed by the Chief Technical Director;
- Represents the Chief Technical Director at meetings to ensure that issues which may impact on the Directorate are dealt with;
- Assists with the preparation of Cabinet Submission, Cabinet Notes, Speeches and Status Reports;
- Prepares and compiles overall reports from Directors within the Directorate;
- Provides direct support to both internal and external partners;
- Prepares and monitors work schedules/plans for the Unit;
- Prepares the Budget for the Technical Services Directorate and co-ordinates submission of Budgets for the Divisions to the Director of Budget;
- Plans, organizes and implements all logistical work related visit of Technical experts, workshops and other relevant meetings which fall under the purview of the Chief Technical Director;
- Liaises with the Finance and Accounts Division regarding requests for Budgetary requirements.

Human Resource:

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- 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;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division and the Organization's goals;
- Ensures that staff is aware of and adheres to the policies procedures and regulations of the Ministry of Agriculture.
- Performs any other duties assigned by the Chief Technical Director or Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good leadership and interpersonal skills
- Ability to lead and work with teams
- Good customer relation skills
- Good analytical skills
- Excellent planning, organizational and multi-tasking skills
- Ability to work with tight guidelines and deliver positive results
- Ability to elicit cooperation and to adapt and respond to changes in priority and environment
- Strategic thinking and documentation skills

Technical:

- Excellent knowledge of the Organization's policies and procedures
- Excellent presentation skills
- Good problem solving skills and tenacity
- Proficiency in the use of relevant computer applications
- Good research methods and information gathering skills
- Good budget management skills.
- Good knowledge of the operations of Government

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture/Business Management or related discipline;
- Three (3) years' work related experience.

Special Conditions Associated with the Job:

- Will be required to travel island wide;
- Will be required to work beyond normal working hours.

2. Executive Secretary 2 (OPS/SS 5)

Job Purpose

Under the direct supervision of the Chief Technical Director (CTD 1), the Executive Secretary 2 (OPS/SS 5) is responsible for providing administrative/secretarial support to the Directorate.

Key Responsibilities

Management/Administrative:

- Composes and reproduces letters, memoranda, Cabinet Notes/Submissions, Certificates, Gazette Notices and reports from drafts;
- Responds to routine and other correspondence;
- Attends meetings to record Minutes and reproduces same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Faxes/makes photocopies documents;
- Maintains Diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or Office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal and recommends and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development needs of staff in the 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;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations skills
- Good problem solving and conflict management skills

Technical:

- Proficiency in shorthand at a speed of 100-120 w.p.m.
- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Laboratory Technician (SOG/ST 2)

Job Purpose

Under the supervision of the Senior Laboratory Technician (SOG/ST 3), the Laboratory Technician (SOG/ST 2), is responsible in ensuring that full laboratory support is provided for research, investigations, testing, support and regulatory work.

Key Responsibilities

Technical/Professional:

- Assists with quantitative and qualitative analysis of feeds and forages;
- Prepares laboratory reagents and media for analysis of forages/feed;
- Collects, records and prepares specimen and samples brought to the Laboratory for testing by the Livestock Research Officers;
- Prepares and maintains Laboratory Records;
- Maintains records relating to samples submitted for analysis;
- Maintains records of results of all analytical procedures carried out;
- Assists with milk analyses;
- Assists with conducting fecal analysis;
- Operates laboratory equipment which assists in the analysis of samples;
- Ensures that reference collection adequately maintained;
- Assists with orientation/training of students from Secondary/Tertiary Institutions;
- Assists with the collection of forage samples for analysis;
- Prepares and submits report on analysis carried out;
- Maintains inventory of analytical reagents and disposables;
- Identifies and reports malfunctions relating to laboratory equipment and infrastructure;
- Assists with research projects related to animal nutrition and forage research;
- Assists with Training programmes and expositions/exhibitions;
- Visits farms and other holdings to assist Livestock Officers with field work;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and people management skills
- Strong customer and quality focus skills

- High integrity
- Compliance
- Strong teamwork and co-operation skills
- Strong leadership skills
- Good planning and organizing skills
- Good analytical thinking skills

Technical:

- Sound knowledge of laboratory techniques and standards
- Sound knowledge of material resources
- Ability to perform basic maintenance and servicing of laboratory equipment
- Very observant and alert
- Knowledge of the operations of Government/Knowledge of the 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

- 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 environment.

Special Conditions Associated with the Job:

- Exposure to hazardous chemicals
- Exposure to ultraviolet radiation
- Exposure to dust, bacterial and fungal spores
- Occasional long working hours
- Exposure to working with livestock
- Exposure to working with biological hazards
- Exposure to working with grasses and other forage material

Applications accompanied by résumés should be submitted **no later than Wednesday, 2nd June, 2021 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**