



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 190

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14th June, 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 vacant post of **Farm Manger (SOG/ST 5)** in the **Research and Development Division, Orange River Research Station, St. Mary, Ministry of Agriculture and Fisheries**, salary range \$1,271,811 - \$1,511,784 per annum and any allowance(s) attached to the post.

Job Purpose

Under the Supervision of the Senior Research Director, the Farm Manager (SOG/ST 5) is responsible for co-ordinating and implementing the short and long term research, outreach and business activities of the Station. The incumbent is also required to conduct the daily operations of the Station to optimize the Farm Performance.

Key Responsibilities

Management/Administrative:

- Assists with crop production;
- Collects and submits data;
- Prepares and submits Monthly Reports;
- Provides support with the preparation of Annual Station Budget;
- Assists the Senior Research Director to develop the five (5) year Business and Operational Plans;
- Monitors seasonal expenditure in line with the Budgeted Cash Flow;
- Prepares and submits fortnightly pay roll for workers;
- Prepares and manages the Station Work Plan;
- Implements Research projects.

Technical/Professional:

- Monitors the machinery and equipment for the Station;
- Liaises with external stakeholders to ensure the efficient and effective provision of research support;
- Assists in the procurement of all material, planting materials, chemicals, fertilizers, spare parts and tools;
- Establishes and maintains research plots and fruit tree orchards;
- Prepares and maintains inventories of equipment and materials;
- Arranges for the sales of fruit trees and produce in line with the Ministry of Agriculture and Fisheries policy regarding, quality, quantity and timeliness of delivery and are marketed in accordance with the marketing policies;
- Submits delivery receipts to the Accountant.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- In collaboration with the Senior Research Director, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/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 functions assigned from time to time

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good people management skills
- Problem solving and decision making skills
- Strong leadership and management skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Ability to work as a member of a team
- Good conflict management skills
- Innovative

Technical:

- Good knowledge of Biosecurity and Biosafety
- Good knowledge of Crop Production Systems
- Sound knowledge of Orchard Management
- Knowledge of good agricultural practices
- Sound knowledge of plant nutrition
- Sound knowledge of Pesticide Management
- Sound knowledge of modern Farm Management
- Sound knowledge of Agronomy
- Good knowledge Soil Water Management
- Safe equipment operation and safety rules associated with agricultural research centre
- Good Business & Inventory Management skills

Minimum Required Qualification and Experience

- Associate of Science Degree in General Agriculture;
- Familiarity with research and teaching activities appropriate to the Division;
- Two Years' experience; **or**
- Diploma in Plant Science and Farm Management;
- Familiarity with research and teaching activities appropriate to the Division;
- Over four (4) Years' experience.

Special Condition Associated with the Job

- Most work performed outdoors; regular exposure to dirt, dust, noise, adverse weather conditions, chemical and mechanical hazards when operating farm tools/equipment

Applications accompanied by Résumés should be submitted **no later than Friday, 25th 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**