



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 231** **OSC Ref. C.4858<sup>39</sup>**

9<sup>th</sup> July, 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. **Farm Hand (LMO/TS 2)**, in the **Research and Development Division (Hounslow Demonstration Centre – St. Elizabeth)**, salary range \$9,860 - \$11,156 per week.
2. **Watchman (LMO/TS 1) – two (2) posts**, in the **Research and Development Division (Hounslow Demonstration Centre – St. Elizabeth)**, salary range \$9,405 - \$10,641 per week.

#### **1. Farm Hand (LMO/TS 2)**

##### **Job Purpose**

Under the supervision of the Chief Livestock Officer, the Farm Hand (LMO/TS 2), is responsible for recording herd data, storage and retrieval of relevant documents.

##### **Key Responsibilities**

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

- Carries out shepherding of herds and flocks;
- Ensures livestock is properly fed and watered;
- Carries out handling of animals or husbandry and veterinary activities;
- Monitors herds and flocks as it relates to health;
- Prepares and records animal data;
- Schedules routine husbandry activities;
- Schedules sick animals for treatment;
- Assists in the reproductive management of animals through the identification and recording of heats and services;
- Assists in the weighing of animals at all stages of development;
- Carries out deworming and spraying procedures as scheduled;
- Administers topical treatment for minor injuries;
- Effects minor repairs to gates, pens and watering systems;
- Assists in the security of animals under cares and report discrepancies to the Livestock Research Officer;
- Ensures that pens are properly cleaned and sanitized on a daily basis;
- Ensures that animals are properly fed, watered and maintained daily;
- Performs any other related functions assigned from time to time.

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

###### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Good problem solving and conflict management skills
- Good teamwork and co-operation skills
- Ability to work on own initiative

###### ***Technical:***

- Knowledge of the Ministry's policies and procedures
- Good knowledge of animal husbandry
- Good knowledge of record keeping procedures

- Good knowledge of operational procedures

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

- Grade 9 level education;
- Secondary school education.

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

- Exposure to extreme environmental conditions including; sun, wet, mud and dust;
- Exposure to parasites that are potentially zoonotic;
- Exposure to animal excrement and other bodily fluids;
- Exposure to hazardous chemicals and drugs.

## **2. Watchman (LMO/TS 1)**

### **Job Purpose**

Under the supervision of the Chief Livestock Officer, the Watchman (LMO/TS 1), is responsible for ensuring that the Government's assets are secured by discouraging trespassing, loitering and theft.

### **Key Responsibilities**

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

- Ensures that all doors/windows to buildings are closed at the end of the work day;
- Ensures that praedial larceny is minimized;
- Opens all doors/windows in the Administrative Buildings in the mornings;
- Patrols housing areas/station compound;
- Makes periodic checks on all station vehicles/equipment;
- Reports on normalcy/irregularities;
- Ensures that gates are locked;
- Performs any other related duties which may be assigned from time to time.

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

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Good problem solving and decision making skills
- Good conflict management skills

#### ***Technical:***

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

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

- Grade 9 level education;
- Secondary school education.

Applications accompanied by résumés should be submitted **no later than Thursday, 22<sup>nd</sup> July, 2021 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer