



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 242

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15th 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 be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Inventory Officer (PIDG/RIM 3) – (Not Vacant)** in the **Facilities and Property Management Division – Office Management**, salary range \$897,182 - \$1,066,467 per annum and any allowance(s) attached to the post.
2. **Senior Dairyman/Milker (LMO/TS 3) – (Not Vacant)** in the **Research and Development/Operations Farm Management Unit**, salary range \$10,771 - \$12,187 per week.

1. Inventory Officer (PIDG/RIM 3)

Job Purpose

Under the direct supervision of the Office Manager (GMG/SEG 1), the Inventory Officer (PIDG/RIM 3) is responsible to maintain proper inventory records of all the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending equipment, furniture and assets that should be board of survey to the relevant authorities.

Key Responsibilities

Technical/Professional:

- Develops and maintains database of all Government furniture, equipment and other assets;
- Maintains and secures all Inventory Records in Head Office and all outstations;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Head Office and all outstations;
- Identifies and recommends all repairs and Board of Survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Head Office and all outstations;
- Liaises with members of staff to ensure proper usage of Government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired/ board of surveyed;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good planning and organizing skills
- Good interpersonal skills
- Teamwork and cooperation

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies
- Sound knowledge of Inventory Management
- Sound knowledge of Records Management
- Proficiency in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

Special Conditions Associated with the Job

- Exposure to dust, harmful chemicals.

2. Senior Dairyman/Milker (LMO/TS 3)

Job Purpose

Under the direct supervision of the Operations Manager (SOG/ST 6), the Senior Dairyman/Milker (LMO/TS 3), ensures animal production outcomes, general animal welfare and the maintenance of relevant machinery and equipment with respect to dairy cattle.

Key Responsibilities

Technical/Professional:

- Prepares for, and initiates milking of cows twice daily, or, at recommended frequency, employing hygienic standards and acceptable operating procedures;
- Ensures the feeding of cows during the milking activities, and at other times as designated;
- Assists in the herding of animals, to and from pastures;
- Observes and reports cases of animals displaying signs of oestrus, ill health and other conditions deemed abnormal;
- Identifies and initiates treatment of animals displaying clinical mastitis, and prophylactic measures for cows entering the dry phase of lactation;
- Exercises responsibility for preparing sanitizing and disinfecting solutions integral to the maintenance of proper hygienic control of milking operations;
- Washes, disinfects and sanitizes milk storage containers, conduits, and accessories, subsequent to, and after, each milking in order to ensure quality standards;
- Ensures the functional integrity of the milking equipment is maintained by effecting routine maintenance as scheduled and reporting equipment malfunction upon observation;
- Assists with milk recording and distribution;
- Assists in any programme of treatment of animals;
- Assists in the recovery of missing animals;
- 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 and people management skills
- Good customer relations skills
- Good problem solving skills
- Teamwork and co-operation
- Integrity

Technical:

- Excellent knowledge of livestock husbandry and management
- Competence in the care of dairy animals
- Proficient in the maintenance requirement and care of dairy equipment
- Proficient in all aspects related to the proper milking of dairy animals

Minimum Required Qualification and Experience

- NCTVET Level 1 in general agriculture;
- One (1) year experience as a Dairyman/Milker; **or**

- Completion of secondary level education with knowledge of agriculture;
- Two (2) years' experience in animal care and husbandry;
- Two (2) years working experience in a dairy environment.

Special Conditions Associated with the Job

- Working environment involves possible exposure to dusty conditions, hazardous chemical and drugs, and zoonotic disease conditions.

Applications accompanied by résumés should be submitted **no later than Wednesday, 28th July, 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**