



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 257**  
**OSC Ref. C. 4858<sup>40</sup>**

28<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/be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Livestock Research Assistant (SOG/ST 3) - (Vacant)** – in the **Research and Development Division (Montpelier Research Station, Montego Bay, St. James)**, salary range \$918,981 - \$1,092,379 per annum and any allowance(s) attached to the post.
2. **Field Assistant (SOG/ST 2) - (Not Vacant)** – in the **Research and Development Division, (Montpelier Research Station, Montego Bay, St. James)**, salary range \$716,565 - \$851,771 per annum and any allowance(s) attached to the post.

**1. Livestock Research Assistant (SOG/ST 3)**

**Job Purpose**

Under the supervision of the Chief Livestock Research Officer (SOG/ST 7), the Livestock Research Assistant (SOG/ST 3), is responsible for providing technical support towards the Development of Husbandry, Nutritional, Breeding and Health Care solutions for the small Ruminant Industry.

**Key Responsibilities**

***Management/Administrative:***

- Prepares and maintains records;
- Prepares sales invoices and delivery slips for animals sold;
- Prepares and maintains inventory records;
- Manages, stores and monitors the distribution of protective clothing and accessories;
- Prepares and submits fortnightly pay bills;
- Manages herds;
- Collects and submits data;

***Technical/Professional:***

- Assists the Chief Livestock Research Officer in the management of Research Projects through the recording of data;
- Examines flock on a daily basis to ensure that animals are healthy;
- Ensures that breeding patterns and objectives are maintained;
- Provides technical advice to farmers and students visiting the Research Station;
- Monitors and evaluates the growth of young animals.

***Human Resource:***

- 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;
- 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 duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong leadership skills
- Good interpersonal skills
- Good oral and written communication skills

- Strong customer and quality focus skills

***Technical:***

- 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**

- Diploma in Livestock Production and Management
- One (1) year related work experience

**Special Conditions Associated with the Job**

- Risk of disease transfer from animals
- Contamination from pesticides
- Injury from animals and equipment

**2. Field Assistant (SOG/ST 2)**

**Job Purpose**

Under the supervision of the Operations Manager (SOG/ST 6), the Field Assistant (SOG/ST 2), is responsible for assisting with the supervision and control of programmes for the establishment and maintenance of experimental plots, orchards, plant multiplication and demonstrations.

**Key Responsibilities**

***Technical/Professional:***

- Assists with the preparation of work programmes;
- Assists with the implementation of work programmes;
- Assists in the layout, staking and labelling of plots/land for experimental treatments;
- Supervises activities related to the establishment, cultivation, transplanting, disease and pest control, care and general maintenance of cutting, seedling, plants;
- Attends meetings, seminars and workshops;
- Assists with the measuring of task and calculating payments;
- Inspects work in progress to ensure compliance with approved standards and guidelines.

***Management/Administrative:***

- Prepares and submits monthly reports;
- Prepares and submits fortnightly pay bills;
- Issues items from stores;
- Provides guidance and assistance to field staff;
- 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
- Good people management skills
- Teamwork and co-operation
- Strong customer and quality focus skills
- Compliance
- Good problem solving and decision making skills

***Technical:***

- Strong customer and quality focus skills
- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of on farm practices and techniques
- Ability to read and layout experimental plots

**Minimum Required Qualification and Experience**

- Level 2 certification from the National Council of Technical and Vocational Training (NCTVET)

- One (1) year related work experience; **or**
- Graduate from an Agricultural Technical School
- Two (2) years related work experience

**Special Conditions Associated with the Job**

- Exposure to agricultural chemicals;
- Extended hours outdoors;
- Ability to lift 22 kg.

Applications accompanied by résumés should be submitted **no later than Thursday, 12<sup>th</sup> August, 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](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.**



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