



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

WEBSITE: www.osc.gov.jm

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28th 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. **Senior Plant Protection Officer (SOG/ST 6) – (Vacant)** in the **Research and Development Division**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Assistant Market Development Officer (GMG/SEG 1) – (Not Vacant)** in the **Agricultural Market and Information Branch**, salary range \$1,577,167- \$1,874,755 per annum and any allowance(s) attached to the post.

1. Senior Plant Protection Officer (SOG/ST 6)

Job Purpose

Under the direct supervision of the Chief Plant Protection Officer (SOG/ST 7), the Senior Plant Protection Officer (SOG/ST 6) is responsible for planning and co-ordinating research, pest identification, diagnostic and advisory work in at least one of the major plant protection disciplines, Entomology, Nematology, Plant Pathology and Weed Science.

Key Responsibilities

Technical/Professional:

- Determines specialized research priority at the Unit discipline level in consultation with the Chief Plant Protection Officer or Senior Research Director, Plant Protection and in keeping with national priorities;
- Prepares and submits detailed project proposals for the conduct of research in keeping with the officer's specialization;
- Plans, organizes and executes long term applied research projects (comprising several short and medium term studies) under laboratory, greenhouse and field conditions as is necessary;
- Collaborates (as discipline specialist) with other researchers to formulate and executes multi-disciplinary research projects of national significance;
- Conducts pest identification, problem diagnosis and advisory work, which involves field visits.
- Dispatches specimens abroad for identification or confirmation of identity;
- Supervises and trains less experienced Plant Protection Officers in the discipline of diagnostics and the achievement and maintenance of high quality laboratory standards;
- Keeps abreast of his/her area of specialization by reviewing scientific literature, attending and making presentations at local and overseas conferences, seminars, workshops and meetings;
- Serves as subject matter specialist contributor to various inter-agency projects and committees requiring plant protection input;
- Serves as technical resource person to the Senior Research Director, Plant Protection, the Deputy Director, Crop and Plant Protection Research Director, and the Principal Research Director Research and Development as is necessary;
- Gives technical guidance and supervision in the review of the Plant Protection Officer's research projects;
- Serves as consultant/guest presenter at various training sessions convened by RADA at both the officer and farmer levels;
- Conducts Pest Risk Analyses (PRA) as it relates to endemic and exotics pests.
- Provides professional advice, guidance and training for Plant Quarantine Officers.

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;
- 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;
- collaborates with the Human Resource Division to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and 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.

Other:

- Represents the Chief Plant Protection Officer and the Senior Research Director at meetings, which they are unable to attend;
- Oversees the work in other Plant Protection Units in the absence of the equivalent Officer;
- Represents Research and Development at technical conferences and meetings and at workshops, seminars and training sessions;
- Prepares exhibits for and participates in various agricultural shows and scientific expositions;
- Facilitates the work of consultants and contract workers in their area of responsibility;
- Performs other tasks assigned by the Chief Plant Protection Officer or Senior Research Director, Plant Protection from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent presentation skills
- Excellent oral and written communication skills
- Good leadership and interpersonal skills
- Ability to lead and work in teams.
- Very good problem solving skills
- Integrity
- Initiative

Technical:

- Excellent knowledge of procedures used in the Plant Protection discipline - Entomology, Nematology, Plant Pathology or Weed Science
- Very Good knowledge of pest and disease management strategies as it relates to the Plant Protection discipline
- Very Good knowledge of pests and diseases affecting major crops grown in the island
- Competent in and possess the ability to educate others in laboratory techniques in the identification of pest and diseases
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Masters' Degree in a Plant Protection discipline or Plant Protection overall; **or**
- Bachelor of Science Degree in General Agriculture / Biological Sciences and three (3) years' in-service experience;
- Publications including at least one (1) research paper.

Special Conditions Associated with the Job

- Work environment is usually hot and humid and sometimes rainy;
- Exposure to harmful chemicals;
- Exposure to ultraviolet radiation;
- Exposure to dust, bacteria and fungal spores;
- Risks associated with long distance road travel, often off – track in unfamiliar and high risk areas;
- Occasional long working hours.

2. Assistant Market Development Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Market Development Officer (GMG/SEG 2), the Assistant Market Development Officer (GMG/SEG 1) will assist by supporting the activities that relate to Agricultural Infrastructure Selection and Development. The incumbent will also assist with the logistical issues relating to distribution both nationally and internationally.

Key Responsibilities

Technical/Professional:

- Assists with brand development for the various agricultural produce;
- Assists in the co-ordination of training programme for stakeholders on grades and standards for agricultural produce;
- Assists in the development of Promotional Plans related to the nutritional content of crops;
- Monitors projects targeting Agri-business and Rural Development;
- Collects information regarding local, world production, exporters, importers, domestic consumption, supply availability, purchases and price from traders in agricultural produce and submits Target Market Report to Branch Head;
- Attends Board/Farmers meetings and prepares reports of significant outputs from these meetings;
- Prepares Monthly, Quarterly, Half yearly and Annual Reports for the traditional commodities and ensures that market news, Situation and Outlook Reports are completed and submitted;
- Identifies and makes recommendations for suitable locations for the development and upgrade for Distribution Hubs;
- Assists in conducting research for the enhancement and development of the Agricultural Infrastructure;
- Assists in the preparation and updates schedules for production and productivity initiatives for local production, exports and processing needs for varying crops and exporters' needs;
- Performs other related functions assigned from time to time by the Market Development Officer.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem solving skills
- Good interpersonal skills
- Ability to work in teams
- Good customer relations skills

Technical:

- Knowledge of agricultural production and marketing systems
- Sound knowledge of the organization policies and procedures
- Good presentation skills
- Proficiency in the relevant computer software applications
- Good research skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Marketing and/or Agricultural related sciences and diploma or similar certification in Management studies;
- Three (3) years' experience in Marketing with Agricultural emphasis; and
- Two (2) years' experience in Management.

Special Conditions Associated with the Job

- Extensive Travelling Island- Wide

Applications accompanied by résumés should be submitted **no later than Thursday, 12th 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

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