



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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30th September, 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. **Regional Land Capability Planner (SOG/ST 7) – (Not Vacant)**, in the **Agricultural Land Management Division**, salary range 2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – (Not Vacant)**, in the **Agricultural Land Management Division**, salary range \$751,183 - \$892,921 per annum and any allowance(s) attached to the post.

1. Regional Land Capability Planner (SOG/ST 7)

Job Purpose

Under the direct supervision of the Regional Rural Planner (SOG/ST 8), the **Regional Land Capability Planner (SOG/ST 7)**, undertakes land use surveys and land evaluation assessments, contribute to recommendations which form a critical component of agricultural development plans and/or policies related to soil and land use at the local, national or regional level.

The incumbent also exercises responsibility for the examination of mined-out lands which have been reclaimed to verify that the required reclamation standards have been met. The Land Capability Planner also provides authoritative and technical advice to farmers and agricultural stakeholders on crop suitability; technical assistance is also provided after consultation with team members on soil fertility status and to local authority personnel on Land Management and development issues.

Key Responsibilities

Management/Administrative:

- Participates in committees and Divisional meetings and seminars;
- Provides guidance on methodology and technique etc.;
- Participates in the development of the work, Corporate and Operational Plans.

Technical/Professional:

- Conducts site visits to collect soil, water and plant samples for analysis;
- Participates in soil surveys and rural land evaluation assessments to determine crop suitability and verification of land use interpretation;
- Assess bauxite mined out lands which have been reclaimed to verify that the required reclamation standards have been met;
- Assesses sites for limestone quarries and or sand mining to determine possible impact on lands suitable for agriculture;
- Verifies that the lines and polygons are created accurately and the attributes are developed correctly on a national level for soils, land use and land capability database;
- Determines the crops that are suitable for specific land parcels in terms of soils and land related constraints for crop production;
- Conducts special purpose studies on land that are contemplated for agricultural development;
- Liaises with laboratory staff on issues pertaining to the analyses of soil, plant and water samples;
- Liaise with Local Planning Authority on proposed subdivision applications;
- Conducts site visits to verify information from aerial photo interpretation;
- Provides assistance to students in the area of soils, land use/land cover, remote sensing technique for land evaluation assessment and other related areas;
- 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 time management skills
- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good analytical skills
- Initiative

Technical:

- Good cartographic (map reading) skills
- Good knowledge of GIS and related applications and Remote sensing techniques
- Good knowledge of the principles and practices of agricultural resource protection and agricultural land use planning
- Good knowledge of land use development review techniques and development approval process, agricultural land resource management, development planning models and the social factors impacting on the use of agricultural lands
- Knowledge of relevant computer applications
- Knowledge of soil sampling techniques and fertility management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Agriculture, specialized training in GIS and four (4) years related experience; **or**
- Bachelor of Science Degree in Rural Planning with specialization in Agriculture, Land Use Planning and Development and GIS, and three (3) years' experience.

Special Condition Associated with the Job

- Extensive traveling island-wide to conduct site inspection and assessment;
- May be required to work outside normal working hours;
- Exposure to insects and man-made hazards.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under general supervision of the Technical Manager Laboratory Services, the **Secretary 2 (OPS/SS 2)**, provides secretarial services including the assembling, typing and presentation of maps, graphs, tables, complex technical and special reports for the efficient operations of the Division.

Key Responsibilities

- Assembles, collates and types complex technical reports, maps, graphs tables and other documents for presentation;
- Takes and reproduces shorthand, composes correspondence for the Regional Soil Surveyor and other staff members;
- Types and compiles training data and makes arrangements for Training Sessions and Programmes;
- Establishes and maintains a filing system for confidential and other files, receipts and updates records and files which facilitates easy retrieval of information;
- Gives routine information to clients and assists persons with forms and questionnaires;
- Relieves Telephone Operator;
- Produces Minutes of meetings;
- Manages the logistics for meetings/trainings/seminars;
- Addresses internal and external customers' queries;
- Directs and answers telephone call.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Excellent customer relations skills

- Good problem solving and conflict management skills
- Integrity

Technical:

- Sound knowledge in Office Procedures and Secretarial skills
- Proficient in the use of relevant software applications
- Proficient in typewriting at a speed of 40-45 words per minute
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Excellent time management skills
- Planning and organizing skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 13th October, 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**