



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

CIRCULAR No. 340
OSC Ref. C. 4858⁴⁰

4th October, 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 post of **Import/Export Manager (SOG/ST 7) – (Not Vacant)** in the **Plant Quarantine/Produce Inspection Branch, Ministry of Agriculture and Fisheries**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Chief Plant Quarantine Produce Inspector, the Manager, Export/Import Unit ensures that the highest quality, pest free agricultural produce are exported and imported to prevent the introduction of exotics plant pests into the island.

The incumbent also oversees the operations of the Export/Import Inspection Unit and Regulatory Agencies “One Stop Shop” at the APM Terminal.

Key Responsibilities

Management/Administrative:

- Supervises the Export/Import Inspection Unit of the Plant Quarantine/Produce Inspection Division staff;
- Oversees the preparation and submission of monthly, quarterly and annual reports to the Chief Plant Quarantine/Produce Inspection Officer;
- Participates in the Strategic Planning process of the Plant Quarantine/Produce Inspection Division;
- Supervises the Regulatory Agency Food Safety Unit “One Stop Shop”;
- Schedules and conducts monthly staff meetings;
- Represents the Plant Quarantine Unit at meetings, workshops, seminars meetings, conferences and agricultural shows;
- Represents the Ministry of Agriculture locally and internationally at meetings and conferences;
- Provides guidance, advice and information to exporters and importers.

Technical/Professional:

- Ensures that all Plant Quarantine activities are carried out in accordance with the Plant Quarantine and Agricultural Produce Acts, Regulations and established procedures;
- Inspects and certifies agricultural commodities for export;
- Inspects and certifies imported agricultural produce at all ports of entry, bonded Warehouses and Post Offices;
- Provides orientation for new exporters;
- Conducts inspections and supervises fumigations done in accordance with the USDA Preclearance programme;
- Ensures all prescribed quarantine treatments are conducted according to the relevant standards;
- Ensures contraband are properly confiscated and destroyed;
- Ensures prompt implementation of Phytosanitary measures;
- Ensures manual and electronic records of daily inspections are maintained;
- Ensures export/import database is maintained and kept updated;
- Provides training on Plant Quarantine matters to the Customs Department and other relevant Agencies;
- Advises potential and existing exporters and importers as well as the public in general on Plant Quarantine Regulations and procedures;
- Prepares and submits monthly reports to Chief Plant Quarantine/Produce Officer;
- Participates in pest surveys, surveillance and other related activities;
- Prepares Duty Roster for deployment of staff.

Human Resources:

- Provides guidance to staff through coaching, mentoring, and training;
- Participates in the recruitment and orientation of staff for the Unit;

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Unit and the Ministry;
- Manages staff performance through monitoring and preparation of Performance Appraisals;
- Recommends staff leave applications;
- Performs any other related duties assigned by the Chief Plant Quarantine Officer and Chief Technical Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral, written and presentation skills
- Excellent customer service skills
- Good leadership and interpersonal skills
- Good problem solving skills and tenacity
- Ability to lead and work in teams
- High level of integrity and professionalism

Functional:

- Good knowledge of the Ministry of Agriculture's policies and procedures
- Excellent knowledge of the Plant Quarantine and Agricultural Produce Inspection Acts, regulations and procedures
- Good knowledge of the World Trade Organization/Sanitary and Phytosanitary (WTO/SPS) Agreement
- Good knowledge of the International Plant Protection Convention (IPPC)
- Good knowledge of internationally accepted sanitary and phytosanitary procedures
- Proficiency in fumigation techniques
- Current knowledge of pest of quarantine significances to Jamaica
- Knowledge of best practices in post-harvest handling and storage of produce
- Basic knowledge of entomology, botany and plant pathology
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science in Agriculture;
- At least five (5) years' experience as a Plant Quarantine inspector 2 level or at a supervisory level in a related field.

Special Conditions Associated with the Job

- Exposure to methyl Bromide used in the fumigation process;
- Required to work on weekends and public holidays on occasions.

Applications accompanied by Résumés should be submitted **no later than Friday, 15th 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**