



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 349**

**OSC Ref. C. 4858<sup>40</sup>**

**12<sup>th</sup> 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 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 Bodles, Old Harbour**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.
2. **Agricultural Economist 2 (SOG/ST 6) – (Vacant)** in the **Agricultural Planning and Policy Directorate**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.
3. **Human Resource and Administrative Manager (GMG/SEG 1) – (Not Vacant)** in the **Research and Development Division Bodles, Old Harbour** for the period **(November 1, 2021 – January 14, 2022)**, 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 execute 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 exotic 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. Agricultural Economist 2 (SOG/ST 6)**

### **Job Purpose**

Under the general direction of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6), is responsible for the collection and classification of agricultural data; preparation and analysis of financial and economic aspects of projects; write project budgets; develop relevant project schedules; assist in planning farm management activities; prepare farm models for various farm enterprises; conduct surveys and analyze results and assist in the preparation of briefs and reports.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Represents the Division at meetings, conferences and other functions as directed.

#### ***Technical/Professional:***

- Assists in the analysis of data with the view to obtaining basic information to assist in Agricultural Planning;
- Assists in the preparation of detailed project documents/proposals for international funding including financial and economic analysis, budgeting, relevant project schedules and analyze data relating to proposed agricultural programmes and projects;
- Builds farm models to provide information for the proper guidance of farmers in adopting efficient and profitable farm management practices which forms the basis for preparation of some projects;
- Assists in the collection of relevant data for input prices on labour and material cost for the preparation and update of Cost of Production of vegetables and root crops;
- Assists in the preparation of new systems for Cost of Production analysis for fruit tree crops, organic crops, greenhouse agriculture, herbs, nutraceuticals, greenhouse agriculture, hydroponics and livestock;
- Carries out field studies for new crop and livestock Cost of Production analysis;
- Liaises with Data Bank, Research and Development and RADA in the analysis of Time and Motion Studies for Cost of Production Analysis;
- Analyses data and assists with compilation of statistics for Cost of Production for all crops including new crops to be added to Cost of Production exercise;
- Liaises with other Local, Regional and International Organizations/Agencies on matters pertaining to Cost of Production Data and other agricultural issues;
- Assists in the supplying of general information to other Government Agencies and NGO's and University students in respect of agricultural issues as requested;
- Assists in the preparation of briefs and reports relating to agricultural Programmes, policies and projects;
- Performs any other related functions assigned from time to time by the Senior Agricultural Economist and the Director of the Economic Planning Division.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Ability to work in teams;
- Excellent oral and written communication skills
- Interpersonal, planning and organizing skills

#### ***Technical:***

- Good research and analytical skills
- Proficient in the use of relevant computer applications
- Knowledge of statistical and economic principles

### **Minimum Required Qualification and Experience**

- A first degree in Economics or Agricultural Economics from a recognized university;
- Training in Project Formulation, Appraisal and Management;
- Proficient in the use of Microsoft Office, Statistical and spreadsheet packages and the Internet.

### **Special Conditions Associated with the Job**

- Adverse working conditions may be encountered (e.g. hilly terrain) while conducting the Cost of Production survey during the summer months.

### **3. Human Resource and Administrative Manager (GMG/SEG 1)**

#### **Job Purpose**

Under the direction of the Principal Research Director (SOG/ST 10) the Human Resource and Administrative Manager (GMG/SEG 1), is responsible for the planning, organizing, directing and controlling of all Human Resource and Administrative functions of the Research and Development Division.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Manages all Human Resource and administrative functions of the Division on a day to day basis;
- Participates in the Division's Strategic Planning process;
- Participates in the recruitment processes;
- Prepares and issues letters;
- Provides professional advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Provides professional advice/guidance to the Principal Research Director and Head of Unit on personnel and administrative matters;
- Provides counseling to members of staff on work related or personnel matters/problems;
- Represents the Division at meetings, seminars, workshops;
- Conducts regular staff meetings with outstations;
- Participates and determines housing solutions on the Housing Committee for the Division.

##### ***Technical/Professional:***

- Submits recommendations to the Personnel Unit for employment, termination, promotions, acting appointments, transfers and recruitment of staff;
- Maintains the Division's Staff List;
- Participates in the recruitment, selection and placement of all level of staff for the Division;
- Reviews and evaluates Performance Evaluation Reports;
- Directs members of staff in the performance of their duties through supervision and delegation;
- Prepares monthly reports for Principal Research Director;
- Submits recommendations to the Personnel Unit for Vacation Leave, Study Leave, Recreation and Sick Leave;
- Prepares and submits letters of justification for the operation of post;
- Provides accommodation for teachers and students who request field trip/work experience training Arranges Internship Programmes for students attending the College of Agriculture, Science and Education (CASE);
- Provides accommodation for National Youth Service Workers semi-annually.

##### ***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, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the 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.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Strong leadership and management skills
- Good interpersonal skills
- Good people management skills
- Excellent/Good oral and written communication skills
- Strong customer and quality focus skills
- Strong integrity

#### ***Technical:***

- Excellent knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management, Public Administration, Management Studies;
- Five (5) years' experience in Personnel related functions.

Applications accompanied by résumés should be submitted **no later than Tuesday, 26<sup>th</sup> October, 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**