



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 408
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25th November, 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 the following posts in the **Research and Development Division (Montpelier, Montego Bay, St. James), Ministry of Agriculture and Fisheries:**

1. **Field Assistant (SOG/ST 2) – (Vacant)**, salary range \$745,228 - \$885,842 per annum and any allowance(s) attached to the post.
2. **Farm Hand (LMO/TS 2) –(Vacant) –**, salary range \$9,860.00 - \$11,156.00 per week and any allowance(s) attached to the post.

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

Job Purpose

Under the supervision of the Farm Manager (SOG/ST 5), 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
- Customer and quality focus
- Compliance
- Good problem solving skills

Technical

- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government/Knowledge of the 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.

2. Farm Hand (LMO/TS 2)

Job Purpose

Under the supervision of the Farm Manager, the Farm Hand is responsible for animal breeding and genetics, maintains Herd and Employee Records and the collation and editing of requisite data.

Key Responsibilities

- Prepares and records animal data;
- Maintains Attendance Register and prepares reports;
- Schedules routine Husbandry activities;
- Manages the requisition and distribution of chemicals and drugs for the animals;
- Monitors the utilization of dairy chemicals, drugs and medication;
- Schedules sick animals for treatment;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Ability to work on own initiative
- Good communication skills
- Good customer relations skills

Technical

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Good knowledge of record keeping procedures
- Good knowledge of operational procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Grade Nine (9) Education
- Six (6) months job experience

Special Condition Associated with the Job

- Exposure to dust
- Exposure to hazardous chemicals and drugs

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th December, 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**