



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. 378
OSC Ref. C.4858⁴⁰

9th 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 be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Technical Services Co-ordinator (GMG/SEG 1) – (Not Vacant) – Technical Services Directorate**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Records Officer 1 (PIDG/RIM 2) – (Not Vacant) – Documentation, Information and Access Services Unit**, salary range \$748,959 - \$890,277 per annum and any allowance(s) attached to the post.

1. Technical Services Co-ordinator (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Chief Technical Director (CTD 1), the Technical Services Co-ordinator (GMG/SEG 1) is responsible for providing technical and administrative support for the effective functioning of the Technical Services Directorate.

Key Responsibilities

Management/Administrative:

- In collaboration with the Chief Technical Director, reviews the plans and policies of the Divisions which falls under the ambit of the Technical Services Directorate and prepares guidelines to ensure the efficient operation of the Directorate;
- Assists with the preparation of the objectives of the Directorate and ensures that they are consistent with the overall objectives and policies of the Ministry of Agriculture and Fisheries;
- Represents the Ministry at meetings, conferences, seminars and workshops;
- Provides Technical information and advice to Directors, Managers and other members of staff;
- Prepares and submits reports and documents as requested;
- Participates in the Strategic Planning and preparation of the Operational Plan for the Technical Services Directorate;
- Consults with Agencies and other business interests on agricultural related activities;
- Prepares and plans Work Schedules/Work Plans for the Directorate and ensures that follow-up processes are completed;
- Prepares Itinerary for Consultants and members of Technical Teams on official visits to Ministry of Agriculture and Fisheries;
- Liaises with the Facilities and Property Management Unit to make arrangements for official overseas travel for the Chief Technical Director.

Technical/Professional:

- Conducts technical research and analysis and presents findings to the Chief Technical Director;
- Documents matters of a sensitive nature which have technical implications for the Ministry;
- Keeps the Chief Technical Director abreast of agricultural issues that have direct impact on the Ministry of Agriculture and Fisheries;
- Compiles, analyzes and interprets performance metrics for projects/programmes;
- Monitors technical performance issues;
- Facilitates technical support;
- Prepares written reports that proactively identify opportunities for managements reviews. These would include both service and product performances;
- Undertakes special research projects and prepares reports on results to the Chief Technical Director;

- Consults and advises Directors, Managers and other stakeholders on agricultural related issues and provides recommendations as to the solutions to the various problems;
- Participates in Divisional Staff Meetings and ensures that follow-up action is taken on matters to be addressed by the Chief Technical Director;
- Represents the Chief Technical Director at meetings to ensure that issues which may impact on the Directorate are dealt with;
- Assists with the preparation of Cabinet Submission, Cabinet Notes, Speeches and Status Reports;
- Prepares and compiles overall reports from Directors within the Directorate;
- Provides direct support to both internal and external partners;
- Prepares and monitors work schedules/plans for the Unit;
- Prepares the Budget for the Technical Services Directorate and co-ordinates submission of Budgets for the Divisions to the Director of Budget;
- Plans, organizes and implements all logistical work-related visit of technical experts, workshops and other relevant meetings which fall under the purview of the Chief Technical Director;
- Liaises with the Finance and Accounts Division regarding requests for Budgetary requirements.

Human Resource:

- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- 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 attain established personal and/or organizational goals;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's and the Organization's goals;
- Ensures that staff is aware of and adheres to the policies procedures and regulations of the Ministry of Agriculture and Fisheries;
- Performs any other duties assigned by the Chief Technical Director or Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good leadership, customer relation and interpersonal skills
- Ability to lead and work with teams
- Good analytical skills
- Excellent planning, organizing and multi-tasking skills
- Ability to work with tight guidelines and deliver positive results
- Ability to elicit co-operation and to adapt and respond to changes in priority and environment
- Strategic thinking and documentation skills

Technical:

- Excellent knowledge of the Organization's policies and procedures
- Good knowledge of the operations of Government
- Excellent presentation skills
- Good problem-solving skills and tenacity
- Proficiency in the use of relevant computer applications
- Good research methods and information gathering skills
- Good budget management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture/Business Management or related discipline;
- Three (3) years' work-related experience.

Special Conditions Associated with the Job

- Will be required to travel island-wide;
- May be required to work beyond normal working hours.

2. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the direct supervision of the Records Manager (PIDG/RIM 5), the Records Officer (PIDG/RIM 2) is responsible for the Mail and Records Management functions of the Documentation, Information and Access Services Unit. He/she will participate in the administration of the Access to Information (ATI) Act.

Key Responsibilities

Management/Administrative:

- Sorts and records outgoing and incoming mails and determines cost of postage and delivery method;
- Sorts, classifies, indexes and files correspondence on appropriate file;
- Creates new files;
- Inspects files to ensure they are up-to-date;
- Processes incoming requests, conducts research and provides information;
- Records requests for Bring-Ups (BUs) in the appropriate register, charges files out and sends to relevant officer;
- Assists with the annual Ministry-wide Inventory of records;
- Assists customers in completing Access to Information Act Application Forms;
- Updates and maintains the Electronic File Tracking System;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Assists in facilitating public access to records by preparing documents for inspections and purchase by members of the public;
- Performs other related duties that may be assigned by the Records Manager and the Director, Documentation, Information and Access Services.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer service skills
- Ability to work in team

Technical:

- Knowledge of Records Management
- Knowledge of the operations of Government
- Knowledge of the relevant legislation (e.g. Access to Information (ATI), Archives and Copyright Acts)
- Knowledge of Computer Operations

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) subjects at the CXC/GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the level of Records Clerk (PIDG/RIM 1), or an equivalent academic training and experience.

Special Condition Associated with the Job

- Possible exposure to dust.

Applications accompanied by Résumés should be submitted **no later than Monday, 22nd November, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**