



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. 426
OSC Ref. C. 4858⁴⁰

6th December, 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. **Executive Secretary 2 (OPS/SS 5)** in the **Technical Services Directorate**, during the period **January 3, 2022 to March 1, 2022** salary range \$1,468,363 - \$1,745,422 per annum and any allowance(s) attached to the post.
2. **Livestock Research Assistant (SOG/ST 3) - (Vacant)** – in the **Research and Development Division (Montpelier Research Station, Montego Bay, St. James)**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

1. **Executive Secretary 2 (OPS/SS 5)**

Job Purpose

Under the direct supervision of the Chief Technical Director – Special Projects (CTD 1), the Executive Secretary 2 (OPS/SS 5) is responsible for providing administrative/secretarial support to the Directorate.

Key Responsibilities

Management/Administrative

- Composes and reproduces letters, memoranda, Cabinet Notes/Submissions, certificates, Gazette Notices and reports from drafts;
- Responds to routine and other correspondence, requests and queries;
- Attends meetings to record Minutes and reproduces same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- Makes travel arrangements and advises on confirmation in advance;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies and faxes documents;
- Maintains Diary and schedules appointments, meetings and other events;
- Receives and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations skills
- Good problem solving and conflict management skills
- Good teamwork and co-operation skills.
- Managing the client interface.

Technical

- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Livestock Research Assistant (SOG/ST 3)

Job Purpose

Under the supervision of the Chief Livestock Research Officer (SOG/ST 7), the Livestock Research Assistant (SOG/ST 3), is responsible for providing technical support towards the development of Husbandry, Nutritional, Breeding and Health Care solutions for the small Ruminant Industry.

Key Responsibilities

Management/Administrative:

- Prepares and maintains records;
- Prepares sales invoices and delivery slips for animals sold;
- Prepares and maintains inventory records;
- Manages, stores and monitors the distribution of protective clothing and accessories;
- Prepares and submits fortnightly pay bills;
- Manages herds;
- Collects and submits data;

Technical/Professional:

- Assists the Chief Livestock Research Officer in the management of Research Projects through the recording of data;
- Examines flock on a daily basis to ensure that animals are healthy;
- Ensures that breeding patterns and objectives are maintained;
- Provides technical advice to farmers and students visiting the Research Station;
- Monitors and evaluates the growth of young animals.

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;
- 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;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Diploma in Livestock Production and Management
- One (1) year related work experience

Special Conditions Associated with the Job

- Risk of disease transfer from animals
- Contamination from pesticides
- Injury from animals and equipment

Applications accompanied by résumés should be submitted **no later than Friday, 17th December, 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

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**

