



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 35** **OSC Ref. C. 4858<sup>41</sup>**

27<sup>th</sup> January, 2022

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 Research Director (SOG/ST 8) – Research and Development Division – (Vacant)**, salary range \$2,555,681 - \$3,037,902 per annum and any allowance(s) attached to the post.
2. **Statistician (SOG/ST 7) – Agricultural Marketing Information Branch – (Vacant)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
3. **Chief Livestock Research Officer (SOG/ST 7) – Research and Development Division, Montpelier Research Station, Montego Bay – (Vacant)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
4. **Senior Plant Protection Officer (SOG/ST 6) – Research and Development Division – (Vacant)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
5. **Livestock Research Assistant (SOG/ST 3) – Research and Development Division – (for period 28<sup>th</sup> February, 2022 – 23<sup>rd</sup> June 23, 2022)**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.
6. **Checking Officer (FMG/AT 2) – Finance and Accounts Division – (Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.
7. **Payment Officer (FMG/AT 2) – Finance and Accounts Division – (Not Vacant) – Finance and Accounts Division**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.

### **1. Senior Research Director (SOG/ST 8)**

#### **Job Purpose**

Under the direction of the Deputy Research Director (SOG/ST 9), the Senior Research Director (SOG/ST 8) is responsible for managing and improving the dairy cattle genetic resources. The Officer is also responsible for undertaking analytical studies in specific technical and policy issues that affects animal genetics resources.

#### **Key Responsibilities**

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

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Livestock Research and Improvement Planning Process;
- Monitors the dairy cattle breeding and genetics resources;
- Prepares Operational Plan and Budget for the Unit;
- Ensures the management and husbandry of all animals in the Dairy Cattle Unit;
- Represents the Livestock Research and Improvement Unit at meetings, conferences, workshops and seminars;
- Provides guidance to the Deputy Research Director and other Unit Managers on matters relating to animal breeding and genetics;
- Develops schedules of requisition and programmes of utilization to facilitate the effective supply of inputs and services for the management of animal genetic resources constituting the Jamaica Hope nucleus herd.

**Technical/Professional:**

- Conducts research relevant to dairy cattle genetics;
- Estimates the breeding value or genetic merit to determine the animal's suitability as parents;
- Estimates genetic and phenotypic parameters;
- Collates and analyses livestock information;
- Undertakes analytical studies in specific technical and policy issues affecting animal genetic resources, improvement and management;
- Ascertains relevant development in animal breeding and quantitative genetics;
- Plans and establishes training, extension research and programmes for national Dairy Cattle Sub-sector;
- Facilitates the dissemination and/or adoption of new and improved technology in the area of animal breeding and genetics;
- Consults with research and development principals to identify problems in the area of livestock research that are amenable to breeding and genetics solutions

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

**Required Knowledge, Skills and Competencies****Core:**

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Good problem-solving and conflict management skills

**Technical:**

- Knowledge in the application of animal breeding principles and procedures
- Ability to effect basic animal evaluation using the foregoing principles within six (6) months.
- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government policies and procedures

**Minimum Required Qualification and Experience**

- Master of Science Degree in Animal Breeding and Quantitative Genetics.

**Special Conditions Associated with the Job**

- Exposure to dusty conditions;
- Exposure to hazardous chemicals, drugs and zoonotic diseases conditions.

**2. Statistician (SOG/ST 7)****Job Purpose**

Under the general direction of the Director, Data Analysis (SOG/ST 8), the Statistician (SOG/ST 7) is responsible for the designing and implementation of systems and procedures geared towards efficient collection, initial tabulation and analysis of agricultural data and information.

## **Key Responsibilities**

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

- Represents the Ministry at meetings, conferences, workshops and seminars locally and internationally.

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

- Assists in developing objectives, work schedules and plans for carrying out the various task of the section;
- Institutes and maintains a Reporting System which ensures that the work of the section is subject to constant review;
- Provides technical guidance and direction to staff members in the Division;
- Prepares Quarterly, Annual and Ad hoc Reports on the projects/programmes for the Division;
- Supervises data collection for surveys and censuses;
- Designs, implements and conducts studies in Pig, Beef and Dairy Industries to gather information relating to:
  - ✓ Quarterly and annual production;
  - ✓ Livestock and poultry production;
  - ✓ Problems encountered in the Industries;
  - ✓ Likely periods of gluts and shortage.
- Performs any other related duties that may be assigned by the Director, Data Analysis from time to time.

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

### ***Core:***

- Excellent oral and written communicational skills
- Good analytical/reasoning skills
- Good organizing skills
- Good leadership skills
- Good interpersonal skills
- Good customer and quality focus skills

### ***Technical:***

- Good mathematical reasoning
- Good problem-solving and decision-making skills
- Good judgment

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Statistics, Agricultural Economics with Statistics as the principal subject or Statistics with Economics and work knowledge of Agriculture;
- Two (2) years' working experience in calculation, analysis and interpretation of Agricultural information;
- Good working knowledge of Statistical Software is an asset.

## **Special Condition 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. Chief Livestock Research Officer (SOG/ST 7)**

### **Job Purpose**

Under the direction of the Senior Research Director (SOG/ST 8), the Chief Livestock Research Officer (SOG/ST 7) is responsible for the transfer of the technological outcomes of livestock research to livestock practitioners aimed at the conservation, development and utilization of local/introduced animal genetic resources and the utilization of forage species for the enhancement and sustainability of the production of milk and meat.

## **Key Responsibilities**

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

- Collaborates with organizations involved in research and development in livestock to identify priority research projects;
- Collaborates with the Extension Agency in developing and implementing strategies for the dissemination of research findings to farmer clients;
- Co-ordinates the daily operations of the Livestock Unit;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of Unit's Research and Development Programmes;
- Prepares the Budget of the Unit for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates budgetary allocation for each project/programme in the Unit;
- Initiates and maintains an adequate and effective communication system between members of the Unit and Sections of the Division;
- Represents the Ministry/Division at meetings, conferences and seminars.

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

- Maintains a current awareness of the work being undertaken at the frontiers of knowledge and maintains contact and collaborates with local and regional institutions;
- Ensures the preparation and publication of monographs, scientific reports and articles;
- Collates the presentation of Research and Development Projects and Programmes and Animal Reports for dissemination;
- Assists the Senior Research Director in the organization of seminars, and meetings in order to communicate and disseminate research findings;
- Supervises the utilization of computer hardware and software suitable for the storing, collating, analyzing records of performance;
- Reviews and updates the maintenance of the accepted systems of Herd Records;
- Participates in Livestock Appraisals/Administration of the Breeders Societies, advising the National Sire Service Schemes;
- Evaluates the application of models of biotechnology;
- Acts as liaison in the implementation of collaborative projects with other Agencies.

### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective action, where necessary;
- Participates in the recruitment of staff for the Division/Unit;
- Provides leadership and guidance to direct reports;
- Ensures the welfare and developmental needs of staff in the Unit are addressed;
- Establishes and maintains a system that fosters a culture of teamwork;
- Assesses and evaluates staff performance.
- Performs any other related duties which may be assigned from time to time.

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

### ***Core:***

- Excellent oral and written communication skills
- Strong leadership skills
- Good interpersonal and people management skills
- Strong customer relations skills

### ***Technical:***

- Excellent knowledge of farm animals and livestock production and management
- Excellent knowledge of livestock research methodologies
- 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**

- Master of Science Degree in Animal Nutrition, Animal Husbandry or related field with at least two (2) years' experience;
- or**
- Bachelor of Science Degree in Livestock Production or related field, with at least eight (8) years' experience in the field.

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

- Physical interaction with large animals;
- Exposure to animals' body fluids, liquid and solid excretions;
- Exposure to disease conditions;
- Prolonged exposure to the vagaries of the environment.

### **4. 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 exotics 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 attain 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;
- Collaborations with the Human Resource Division, develops and implements 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 committed 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 his/her area of responsibility;
- Performs any other related duties which may be 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 and 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.

**5. 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 maintained 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 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 attain 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 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 experience.

**Special Conditions Associated with the Job**

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

**6. Checking Officer (FMG/AT 2)**

**Job Purpose**

Under the direct supervision of the Checking Supervisor (FMG/PA 2), the Checking Officer (FMG/AT 2), is responsible for:

- Receiving, examining and recording bill invoices and contracts;
- Preparing and inserting all payment vouchers;
- Checking all Payment Vouchers;
- Preparing ad hoc/specific reports;
- Maintaining Memorandum Registers;
- Maintaining Accounting files and records;
- Printing cheques.

## **Key Responsibilities**

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

- Receives and records contracts and contract payment vouchers;
- Maintains Accounting Records and files;
- Participates in the Annual Board of Survey;
- Ensures there is propriety in the bills, invoices and contracts submitted for payment.

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

- Prepares/Inserts payment vouchers on FinMan System for all Heads of Estimates and Deposit;
- Checks and inserts Travel Vouchers on FinMan System;
- Ensures that vouchers are properly authenticated;
- Ensures that each voucher has the Head, Sub-head and Object against which payment is made;
- Ensures that the amount payable is both in figure and words;
- Confirms TRN, name and address of the person to whom payment is made;
- Verifies the nature of the payment;
- Checks the authority for payment against the voucher;
- Prepares and submits reports within agreed timeframe;
- Updates and Maintains assigned Register(s);
- Assists with updating the Tracking System;
- Performs any other related duties which may assigned from time to time by the Senior Checking Officer, Manager Accounts Payables, Director Accounts Payables and Payroll or the Principal Finance Officer.

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

### ***Core:***

- Good oral and written communication skills
- Good customer relation and interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

### ***Technical:***

- Knowledge of the FAA Act, other associated legislation, Circulars, directives, bulletins
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Governments Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ 's Payment Process
- Knowledge of Internal Controls

## **Minimum Required Qualification and Experience**

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSC. Degree in Accounting/Management Studies with Accounting or BBBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting, Level 2.

## **7. Payment Officer (FMG/AT 2)**

### **Job Purpose**

Under the direct supervision of the Payment Supervisor (FMG/PA 2), the Payment Officer (FMG/AT 2), is responsible for:

- Performing relief Cashier functions;
- Preparing and inserting payment vouchers;



- Preparing and issuing Contractor Levy Certificates for all Heads of Estimates, Jamaica Dairy Development Board (JDDDB) and Deposit;
- Maintaining Cash Books, Accounting records and files;
- Preparing ad hoc/specific reports;
- Preparing Direct Debit Advices.

### **Key Responsibilities**

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

- Maintains strict control over the access by persons to the Payments & Collection Sections
- Participates actively in the Annual Board of Survey
- Maintains Accounting files and records

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

- Assists with preparing and issuing receipts for cash and cheques collected ensuring that the amounts received are correct and receipts are properly drawn;
- Assists with lodging amounts received to the appropriate Bank Accounts;
- Assists with updating and balancing Cash Revenue Books on a daily basis;
- Issues cheques to individuals upon presentation of proper identification;
- Prepares/Inserts payment vouchers on FinMan System for all Heads of Estimates and Deposit;
- Updates and maintains Cash Book for Jamaica Dairy Development Board (JDDDB);
- Prepares Funds Transfer Report and submits within agreed timeframe;
- Prepares and issues certificates for Contractor's Levy;
- Updates and maintains Register for Contractor's Levy;
- Assists with updating the Tracking System;
- Assists with filing and dispatch of vouchers to the Voucher Room;
- Prepares Direct Debit Advices and email to Tax Administration Jamaica (TAJ) for specific electronic transfers;
- Performs any other related duties which may be assigned from time to time by Supervisor.

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

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

- Good oral and written communication skills
- Good customer relation and interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

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

- Knowledge of the FAA Act, other associated legislation, Circulars, directives, bulletins.
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Governments Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ 's Payment Process
- Knowledge of Internal Controls

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

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSC. Degree in Accounting/Management Studies with Accounting or BBBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting, Level 2.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9<sup>th</sup> February, 2022 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