



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 42**  
**OSC Ref. C.4858<sup>41</sup>**

**2<sup>nd</sup> February, 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. **Executive Secretary 1 (OPS/SS 4) – Corporate Services Directorate – (Not Vacant)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.
2. **Livestock Research Assistant (SOG/ST 3) – Research and Development Division – (Vacant)**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.
3. **Bank Reconciliation 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.

**1. Executive Secretary 1 (OPS/SS 4)**

**Job Purpose**

Under the supervision of the Principal Director, the Executive Secretary 1 (OPS/SS 4) will provide secretarial service, communication linkage with other Departments and external agencies for the Directorate.

**Key Responsibilities**

- Composes and reproduces letters, memoranda and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Receives, opens, sorts and distributes incoming and outgoing mail;
- 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 and meetings;
- 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;
- 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 and quality focus skills
- Good problem solving and conflict management skills
- Excellent time management skills
- Good planning and organizing skills
- Customer and quality focus
- Integrity
- 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**

- Four (4) CXC/GCE O' Levels (or equivalent) including English Language
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND)
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more
- 5 years general office experience

**OR**

- Successful completion of the Certified Professional Secretary Course
- English Language at CXC/GCE 'O' level
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND)
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more
- Training in the relevant software applications e.g. word processing, database and spreadsheet
- 5 years general office experience

**OR**

- Graduate from an accredited school of Secretarial Studies
- Successful completion of the Certificate in Administrative Management Level 2 at the Management Institute for National Development (MIND)
- Proficiency in typewriting at 60-65 words plus shorthand 120 wpm or more
- Training in the relevant software applications e.g. word processing, database and spreadsheet
- Five (5) years general office experience

## **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 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 Resources**

- 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 experience

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

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

## **3. Bank Reconciliation Officer (FMG/AT 2)**

### **Job Purpose**

Under the direct supervision of the Senior Bank Reconciliation Officer (FMG/AT 3) the Bank Reconciliation Officer (FMG/AT 2) is responsible for managing the proper and timely preparation of Bank Reconciliation Statements of the activities on the bank accounts of the Ministry.

### **Key Responsibilities**

#### **Technical/Professional**

- Ensures that cheques are properly checked against the bank statements to determine discrepancies;
- Ensures that Bank Statements are properly posted to the system;
- Examines reconciliation summary and details and identifies and resolves any errors found until the reconciliation is balanced and free from error;
- Records bank charges; debit advices, credit advices, stale cheques to the preparation of journal;
- Advises supervisor of errors in respect of items on the Bank Statement and follow up with bank until errors are corrected;
- Submits completed Bank Reconciliation Statements to the Senior Reconciliation Officer;
- Prepares Attendant Reports in respect of Bank Reconciliation;
- Performs any other duties that may be assigned from time to time.

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

### **Core**

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

### **Technical**

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of the FAA Act and other associated legislation
- Knowledge of Government Accounting.
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant/applicable computerized accounting systems.
- Knowledge of Bank Reconciliation Process
- Knowledge of Internal Controls

## **Minimum Required Qualification and Experience**

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQ-J Level 2 Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSC. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- Associate of Science Degree in Business Studies/Business Administration/Management Studies
- Associate of Science 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 Tuesday, 15<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**