



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 74 **OSC Ref. C. 4858⁴²**

18th 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 be assigned to the post of **Plant Research Assistant (SOG/ST 3) – (Not Vacant)** in the **Research and Development Division, Ministry of Agriculture and Fisheries**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Senior Plant Protection Officer (SOG/ST 6), the Plant Research Assistant (SOG/ST 3) is to assist with the execution, management and monitoring of research under laboratory, greenhouse and field conditions, as well as pest identification, diagnostic and advisory services.

Key Responsibilities

Technical/Professional:

- Assists with the implementation of field laboratory trials by preparation of the necessary equipment and materials, monitoring, processing and recording of the experimental data;
- Ensures that all procedures and treatments are executed as required according to specifics of experimental designs;
- Assists with the processing and preliminary diagnosis of pest problems and where possible give suggestions for their management;
- Prepares preservers, cultures or rears specimens for identification and research;
- Assists in the preparation of reagents (chemicals) and other materials, and equipment required for laboratory and field experiments;
- Assists with the routine maintenance and servicing of tools and equipment used for routine work;
- Assists with preparation and maintaining detailed inventories for controlling and monitoring the use of equipment, supplies and materials; giving timely notice of needs for replacement to supervisor;
- Assists with transfer of technology to Extension Officers, farmers, open day, field days;
- Accompanies supervisors on farm visits and other holdings in relation to pest problems;
- Assists in the sourcing acquisition of materials, equipment and supplies for the assigned Plant Protection Unit;
- Helps in compiling and maintaining all relevant experimental, pest identification, Diagnostic Advisory and Regulatory Records where necessary;
- Attends workshops, seminars and training sessions.

Human Resource:

- Supervises field assistants employed or assigned to assist with research and regulatory work;
- Performs other tasks assigned by or through his/her supervisor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good problem solving and conflict management skills
- Ability to use initiative
- Good planning and organizing skills
- Good customer and quality focus skills

Technical:

- Excellent knowledge of laboratory techniques
- Thorough knowledge of plant protection
- Knowledge of associated disciplines within and beyond Plant Protection

- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Associate Degree in Agriculture from CASE or other reputable institution.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to dust, bacterial and fungal spores;
- Exposure to long hours of solar radiation in the field and also rain soak;
- Risk associated with long distance road travel, often off-track in unfamiliar and high risks areas;
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Friday, 4th March, 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

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**