



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 58**  
**OSC Ref. C.4858<sup>41</sup>**

**8<sup>th</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. **Research Assistant (SOG/ST 4) – Research and Development Division – (Not Vacant)**, salary range \$1,103,582 - \$1,311,812 per annum and any allowance(s) attached to the post.
2. **Records/Data Input Officer (PIDG/RIM 2) – Plant Quarantine/Produce Inspection Branch – (Vacant)**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.

**1. Research Assistant (SOG/ST 4)**

**Job Purpose**

Under the supervision of the Chief Plant Breeding Officer (SOG/ST 7), the Research Assistant (Plant Breeding) (SOG/ST 4) is responsible for performing plant breeding research duties.

**Key Responsibilities**

**Management/Administrative**

- Supervises staff;
- Monitors Green House;
- Prepares reports;
- Manages stocks.

**Technical/Professional**

- Identifies plot and oversees the preparation;
- Maintains and repairs machine and equipment;
- Applies pesticides and fertilizers;
- Sows seeds and harvest and establishes crops;
- Collects data based on crop production and pest infestation/resistance.

**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;
- 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;
- 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 in collaboration with the Human Resource 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 functions assigned from time to time

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

### **Core**

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

### **Technical**

- Knowledge of research procedures
- Excellent knowledge of good agricultural practices
- Sound knowledge of crop production
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures;
- Proficiency in the use of relevant computer applications

## **Minimum Required Qualification and Experience**

- Graduate of College of Agriculture, Science and Education
- Two (2) years' experience in related field

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

- Exposure to sun, rain and frost
- Exposure to hazardous chemicals
- Rough terrain
- Frequent land slides

## **2. Records/Data Input Officer (PIDG/RIM 2)**

### **Job Purpose**

Under the supervision of the Pest Risk Analysis Manager (SOG/ST 7), the Records/Data Input Officer (PIDG/RIM 2) is responsible for managing the Records Management functions of the Branch and organizing electronic copies of Pest Risk Assessments.

### **Key Responsibilities**

- Assists with the preparation of Work Programmes
- Sorts and records outgoing and incoming mails and determines cost of postage and delivery method;
- Sorts, classifies, indexes and files correspondence, completed Pest Risk Assessments and other related Pest Risk Assessments matters on appropriate file;
- Creates new files;
- Compiles list of all Pest Risk Assessments;
- Inspects files to ensure they are up-to-date;
- Processes incoming requests, conducts research and provides information;
- Records requests for Bring-Ups (BU's) in the appropriate Register, charges files out and sends to relevant officer;
- Records Pest Risk Analysis Files;
- Assists with the Annual Ministry wide inventory of records;
- Assists in making photocopies of documents;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Binds documents;
- Organizes electronic copies of completed Pest Risk Assessments;
- Updates and maintains the Electronic File Tracking System;
- Updates status of completed and pending Pest Risk Analysis on spreadsheet;
- Disseminates information to the public;
- Performs front desk Customer Service functions for MOAF E-trade System;
- Assists new customers in the registration process and guide them on the use of the E-Trade System;

- Prepares amendment of Import Permit;
- Assists with the acquisition and submission of quotes and makes reservations for meetings, workshops and seminars;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus
- Good problem solving and conflict management skills
- Strong teamwork and co-operation skills

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

- Strong knowledge of Office Procedures
- Strong knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Strong knowledge of Records Management
- Proficiency in the use of relevant computer applications

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

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

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

- Working environment involves possible exposure to dust.

Applications accompanied by Résumés should be submitted **no later than Monday, 21<sup>st</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**