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**CIRCULAR No. 107**  
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**18<sup>th</sup> March, 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 following posts (**Not Vacant**) in the **Ministry of Agriculture and Fisheries**:

1. **Senior Veterinary Officer (HPC/VO 2)** in the **Veterinary Services Division**, salary range \$2,943,736 - \$3,499,176 per annum and any allowance(s) attached to the post.
2. **Security and Energy Officer (GMG/SEG 1)** in the **Facilities and Property Management Branch**, salary range \$1,640,253 - \$1,949,746. per annum and any allowance(s) attached to the post.
3. **User Support Technician (MIS/IT 3)** in the **Information Communication and Technology Unit**, salary range \$1,147,933 - \$1,364,532 per annum and any allowance(s) attached to the post.
4. **Cartographer (SOG/ ST 4)** in the **Agricultural Land Management Division- (Catherine Hall-Montego Bay)**, salary range \$1,103,582.00 - \$1,311,812. per annum and any allowance(s) attached to the post.
5. **User Support Technician (MIS/IT 2)** in the **Information Communication and Technology Unit**, salary range \$968,402 to \$1,151,126 per annum and any allowance(s) attached to the post.

1. **Senior Veterinary Officer (HPC/VO 2)**

#### **Job Purpose**

Under the supervision of the Director of Veterinary Services, the Senior Veterinary Officer (HPC/VO 2) is responsible for the design, implementation and co-ordination of all matters relating to Aquatic Animal Health and Apiculture monitoring and surveillance; Aquaculture, Inland and Marine products surveillance and monitoring; inspection and monitoring of the production, harvesting, transportation, processing and export of prescribed products in order to safeguard human and animal health. The officer is also responsible for liaising with the Senior Veterinary Officers for Laboratory Services and Veterinary Public Health to implement laboratory and Public Health monitoring services for fisheries and honey to meet local and international requirements.

#### **Key Responsibilities**

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

- Advises the Director of Veterinary Services, Chief Technical Director, Permanent Secretary, Ministers, Farmers, Importers/Exporters on matters relating to animal health, production, diseases and transfers of appropriate technology;
- Participates in the Strategic Planning, Operational Plans for the Division;
- Managing the Fishery Monitoring Programme;
- Participates in the development of Animal Disease Surveillance Programme;
- Oversees the effective implementation, compliance and monitoring of relevant policies, laws and regulations relating to Fishery and Honey Production.
- Advises the Director of Veterinary Services Division on matters relevant to fisheries, aquaculture and honey;
- Formulates project proposals in areas of Aquatic Animal Disease Prevention, control, and eradication;
- Represents the Ministry/Country at conferences, meetings, workshops and seminars locally, regionally and internationally.
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## **Technical/Professional**

- Ensures the proper planning, co-ordination and implementation of programmes for disease prevention, control and eradication relative to aquatic animal health and production through effective and cost saving techniques and approaches;
- Monitors production areas and demarcated zones for aquatic animals based on legislation and established protocols;
- Classifies and monitors the Pedro Bank;
- Ensures collection and testing of conch, seawater and sea grass samples from demarcated zones on the Pedro Banks;
- Prepares Classification Report to the VSD for approval;
- Inspects and monitors all processing facilities, harvesting vessels and production areas in accordance with the Aquaculture, Inland and Marine Products and By-Products Regulation 1999 and Act 2000;
- Monitors vessels, landing sites and processing plants;
- Monitors all GPS Loggers on harvesting vessel;
- Verifies harvesting areas using both GPS data on board and internet Satcom System;
- Monitors production of honey based on legislation and established protocols;
- Plans and co-ordinates HACCP Audits twice annually;
- Prepares proposals for project funding in areas of Aquatic Animal Disease Prevention, control and eradication;
- Assists in the procurement of equipment, biological and other materials required to the effective functioning of the VSD;
- Conducts surveys in order to establish incidence and prevalence rates of animal disease caused by microbiological agents;
- Undertakes research projects in the specialized field aimed at advancing knowledge;
- Co-ordinates and maintains relevant Feedback System as it relates to disease occurrences in livestock and aquatic animal population;
- Liaises with other Government Agencies and Private Sectors on matters pertaining to Animal Health and Diseases;
- Develops, implements and co-ordinates all activities relating to emergency animal disease prevention, control and eradication;
- Develops plans and implements emergency Animal Disease Simulation Exercises in order to evaluate the country's state of preparedness in case of emergency;
- Assists in ensuring the proper planning, organizing and implementation of the relevant quarantine control measures aimed at preventing the entry of exotic animal diseases into the country;
- Ensures that the national obligation in terms of International Trading of Animals and their products are met through the issuance of appropriate Health and Export Certificates;
- Assists with the undertaking of effective Health Inspection of animals including aquatic species and products entering the country;
- Conducts investigations relating to disease outbreaks;
- Undertakes Post Mortem Examinations of animals to assist in arriving at definitive diagnosis of disease affecting Livestock Population;
- Monitors and ensures that reports submitted from bees, honey, aquatic animal health and production are accurate and current;
- Prepares and submits progress and other reports;
- Serves as OIE National Focal Point for Aquatic Animal Health.

## **Human Resource**

- Participates in the recruitment of staff for the Division, recommends, transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff in the Division are identified and addressed;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective actions where necessary;
- Provides leaderships and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- 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 duties as directed by the Director of Veterinary Services.

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

### **Core**

- Good leadership skills
- Good oral and written communication skills

- Excellent customer relations skills
- Good problem solving and conflict management skills
- Excellent teamwork and co-operation skills
- Good planning and organizing skills
- Managing the client interface

### **Technical**

- Sound knowledge of animal science and veterinary medicine
- Sound management/supervisory skills
- Good knowledge of operations of Government policies and procedures
- Computer literacy and knowledge of various computer programmes
- Knowledge of international trade requirements for import and export of products of animal origin
- Good knowledge of quarantine principles
- Good knowledge of HACCP
- Good knowledge of Veterinary Public Health law and relevant food safety

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

- Doctor of Veterinary Medicine
- Five (5) years' work related experience
- Additional veterinary related degree programme
- Excellent knowledge of Government of Jamaica procedures, policies and guidelines.
- Excellent knowledge of local and international trade policies and guidelines.
- Excellent knowledge of local, European, CARICOM (Regional), USA, WTO/SPS and other laws and directives pertinent to import and export trade.

### **Special Condition Associated with the Job**

- Exposure to disease causing agents
- Exposure to injury by animals
- Extensive travelling island wide/overseas and to production/harvesting areas at sea.
- Exposure to sub-freezing temperatures and use of hazardous chemicals and liquids
- Extensive working hours outside normal working hours inclusive of weekends and public holidays.

## **2. Security and Energy Officer (GMG/SEG 1)**

### **Job Purpose**

Under the direct supervision of the Director, Facilities and Property Management, the Security and Energy Officer (GMG/SEG 1) is responsible for developing, implementing and monitoring effective programmes for:

- The security of office buildings, office machines, equipment and furniture
- Energy conservation
- Safety and security of members of staff

The incumbent is also responsible for co-ordinating all official overseas trips for members of staff and political directorate by providing the necessary travel documents.

### **Key Responsibilities**

#### **Management/ Administrative**

- Assists with the development of Energy Conservation Systems and policies;
- Plans, develops, implements and monitors Disaster Preparedness Programme for the Ministry;
- Initiates and recommends security systems at strategic points in office buildings and compounds;
- Represents the Ministry at forums, conferences, meetings and seminars;
- Advises and makes recommendations to Manager, Facilities and Property Management on policy matters affecting Security and Energy Conservation and Disaster Preparedness;

- Participates in the Strategic Planning, Operational Plans for the Division;
- Participates in the development and implementation of an effective Energy Conservation System;
- Oversees the effective implementation, compliance and monitoring of security, Security Guards and Watchmen to secure the Ministry's properties and buildings;
- Manages and monitors the Ministry's Telecommunication System to ensure efficient delivery of system.

### **Technical/Professional**

- Arranges official overseas trip for Political Directorate and members of staff;
- Prepares and circulates Operation Manuals on energy conservation for all members of staff of the Ministry;
- Manages the Ministry's Telephone Services by liaising with the relevant wireless companies;
- Conducts seminars to provide information on Energy Conservation and Disaster Preparedness;
- Pays all utility bills;
- Follows up with outstanding telephone bill payments to alleviate disconnection of services;
- Monitors Energy Conservation Programme and conducts regular inspection of offices;
- Maintains records of Energy Conservation Programmes;
- Prepares reports on programmes implemented for the Manager, Facilities and Property Management;
- Liaises with Embassies and overseas Mission with regards to visa requirement;
- Identifies and recommends to the Manager, Facilities and Property Management installations of security lights, metal grills and the employment of Security Guards and Watchmen;
- Monitors security arrangements and makes recommendations for corrective action;
- Checks that Fire Extinguishers are located at appropriate places in office buildings and equipment are serviced on a regular basis;
- Reconciles utility bills with statements from respective companies and follow up with the Finance and Accounts Division for payments;
- Arranges Fire and Earthquake Drills;
- Manages the safety and security of records, office buildings and equipment in case of natural disaster;
- Procures and stores Disaster Relief Supplies
- Oversees the installations of phone lines and instruments;
- Arranges hotel accommodations, airport pick-ups for the Political Directorate and Senior Officers.

### **Human Resource**

- Participates in recruitment of staff for the Division, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff in the Division are identified and addressed;
- Monitors and evaluates the Performance Appraisals and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's and organization's goals.
- Performs any other duties assigned from time to time.

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

#### **Core:**

- Strong customer and quality focus skills
- Good oral and written communication skills
- Good leadership
- Good interpersonal skills
- Good problem solving and decision making skills
- Managing the client interface
- Excellent planning and organizing skills
- Teamwork and co-operation

**Technical:**

- Knowledge of the Government/Ministry's policies and procedure
- Excellent knowledge of energy saving methods
- Excellent knowledge of security mechanisms and safety protocols
- Excellent management skills
- Proficient in relevant software applications
- Good Report writing skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Management Studies, Business Administration
- Three (3) years' work-related experience

**OR**

- Associate Degree in Management Studies, Business Administration
- Five (5) years' experience in work related areas at supervisory level
- Training in security discipline would be an asset

**Special Conditions Associated with the Job**

- Extensive traveling island wide

**3. User Support Technician (MIS/IT 3)****Job Purpose**

Under the supervision of the Manager, User Support Services (MIS/IT 5), the User Support Technician (MIS/IT 3) will provide the technical computer support that will allow users within the Ministry to carry out their functions more efficiently.

**Key Responsibilities*****Management***

- Assists with conducting Risk Assessment to identify user vulnerabilities and makes recommendations to User Support Services Manager;
- Assists in the monitoring of networks and its components to prevent illegal or dangerous activities that could compromise the network;
- Attends meetings and events, as required by the Ministry;
- Administers in-house training of staff in the use of Computer Software Systems or hardware devices;
- Prepares and submits manuals and documentation related to training and training needs;
- Prepares and submits monthly Support Report for submission to the User Support Services Manager within agreed timeframe;
- Logs all support requests within the relevant platform available to the ICT Unit within specified timeframe;
- Assists in the monitoring and logging of files and updates manual documentation for computer and/or asset inventories within the Ministry;
- Conducts and submits Quarterly Asset Inventory Audit to ensure compliance and assignment locations of these devices;
- Keeps abreast of new and emerging ICT trends, tips, and development through the use of relevant Information Technology Platforms;
- Submits report and makes recommendation to User Support Services Manager regarding new device specifications, in order to optimize equipment used by specific user groups.

**Technical**

- Addresses hardware, software and end user equipment malfunctions as requested;
- Installs and configures computer hardware and software to ensure functionality of end user devices;
- Performs routine preventative maintenance at least on a quarterly basis or as request by User Support Services Manager or Director, ICT;
- Ensures that all computers are protected by installing and configuring anti-virus or anti-spyware software;

- Troubleshoots and addresses computer defects as identified by User Support Services Manager or Ministry staff as requested;
- Reviews, addresses and troubleshoots Network User Operations;
- Performs any other related duties as assigned by the Director, ICT.

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

#### ***Core***

- Good oral and written communication
- Planning and organizing
- Interpersonal skills
- Methodical
- Initiative
- Customer and quality focus

#### ***Technical***

- Microsoft Windows Operating Systems
- Microsoft Office Applications
- Microsoft Projects
- Hardware troubleshooting and repairs
- Software troubleshooting and configuration
- Network essentials

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

- Bachelor of Science Degree in Engineering, Computer Science or related field from a recognized tertiary institution.

**OR**

- Associate Degree/Diploma in Engineering, Computer Science or related field and one (1) year experience in a similar position.

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

- Exposure to electrical components and circuits.
- May be required to physically transport or relocate computer and computer related equipment from time to time.
- May be required to examine cables in a dusty or elevated environment

## **4. Cartographer (SOG/ ST 4)**

### **Job Purpose**

Under the direction of the Senior Cartographer (SOG/ST 6), the Cartographer (SOG/ ST 4) is responsible for gathering data for the development of maps, graphs and charts through survey notes, original maps, aerial photographs or other records. The incumbent also, under supervision, develops cartographic materials, and conducts research with map specifications (size, scale and production). The cartographic materials as well as related data are used by Regional Planners, Soil Scientists and a range of agricultural stakeholders for land use surveys and Land Evaluation Analyses.

### **Key Responsibilities**

#### **Technical/Professional**

- Collects, compiles, analyses and interprets Geographic Information;
- Examines, records and survey notes and develops production specifications;
- Processes information which entails coding, categorizing, calculating, tabulating or verifying information or data;
- Supports the Senior Cartographer on field visits to determine or verify data or to conduct investigations for example on soils or land use and land classification;
- Scans geo-references maps;
- Applies the appropriate project systems for utilization in mapping locations;
- Participates in field visits;

- Calculates and produces estimates for maps, aerial photographs and charts.

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

#### **Core**

- Good oral and written communication skills
- Good customer and quality focus skills
- Excellent interpersonal skills
- Good problem solving and decision-making skills
- Good conflict management skills
- Methodical
- Teamwork and co-operation

#### **Technical**

- Excellent analytical skills
- Sound knowledge of GIS technology and its application in agriculture and land planning
- Good cartographic (map reading and interpretation) skills
- Sound knowledge of data capture techniques- remote sensing and GPS
- Proficient in the use of relevant computer software (ARCGIS, and other GIS related software).
- Knowledge of the Government's/Ministry's policies and procedures.

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

- Associate Degree in Agriculture, with training in the use and applications of Geographic Information Systems;
- Vocational training in Geomatics and Geospatial Services.

**OR**

Certification or Diploma in GIS or Geomatics

**OR**

- Certificate in Earth and related science field, related basic training in Cartography or Introductory GIS and two (2) years' related experience.

**OR**

- Diploma in Cartography or equivalent Geomatics with one (1) year working experience
- Training in the use and application of geographic information system in preparation of maps.

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

- Extended hours sitting and use of computer

## **5. Data Entry Technician (MIS/IT 2)**

### **Job Purpose**

Under the supervision of the Data Control Supervisor (MIS/IT 3), the Data Entry Technician 2 (MIS/IT 2) ensures the correct use of computer and peripherals for the input of data and information, establishes and maintains databases, computer files and produces reports according to specifications.

### **Key Responsibilities**

- Establishes and maintains databases and computer files and produces reports according to specifications;
- Examines and interprets source documents and user manuals for the establishment of databases and computer files;
- Edits and codes source documents in accordance with specified standards;
- Key punches and verifies data and text according to source documents and keypunching instructions;
- Produces computer processed outputs;
- Examines computer outputs for accuracy and completeness;

- Reports any malfunctioning of computers and peripherals;
- Reports all problems and causes for interruption in the processing of data and information and the production of reports.

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

#### **Core**

- Integrity
- Good oral and written communication
- Communication
- Teamwork and co-operation
- Interpersonal skills
- Customer and quality focus

#### **Technical**

- Knowledge of Windows Operating System
- Microsoft Office Applications
- Data Entry and typing skills

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

- Four (4) passes CXC / GCE 'O' level including English Language and Mathematics
- Training in Office Application products
- At least one (1) year experience in data entry and use of Office Application products

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

- Exposure to computer monitor for long periods.

Applications accompanied by résumés should be submitted **no later than Thursday, 31<sup>st</sup> 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](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**