



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 135**

**OSC Ref. C.4858<sup>42</sup>**

**5<sup>th</sup> April, 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 the **vacant** post of **Laboratory Technician (SOG/ST 2)** in the **Research and Development Division, Bodles, Old Harbour, St. Catherine, Ministry of Agriculture and Fisheries**, salary range \$745,228 - \$885,842 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Plant Protection Officer (SOG/ST 5), the Laboratory Technician (SOG/ST 2), is responsible for ensuring that full laboratory support is provided for research, pest identification, diagnostic and regulatory work.

### **Key Responsibilities**

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

- Prepares laboratory reagents and culture media for diagnostic work;
- Collects, registers and prepares specimens and samples brought to the laboratory for identification of pests and diagnosis by the Plant Protection Officers;
- Maintains Laboratory Records;
- Performs chemical analyses on animal samples brought in by farmers;
- Operates laboratory equipment which assists in the analysis of samples;
- Ensures that reference collection is adequately maintained;
- Assists with Orientation/Training of students from Secondary/Tertiary Institutions.

#### **Other**

- Visits farms and other holdings to assist Plant Protection Officers with field work;
- Performs any other related duties which may be assigned from time to time.

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

#### **Core**

- Strong leadership and management skills
- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations and quality focus skills
- Strong integrity
- Strong teamwork and co-operation skills
- Good planning and organising skills
- Good problem solving and conflict management skills

#### **Technical**

- Sound knowledge of laboratory techniques and standards
- Sound knowledge of material resources
- Ability to perform basic maintenance and servicing of laboratory equipment
- Very observant and alert
- Knowledge of the operations of Government/Ministry's policies and procedures
- Good analytical thinking skills
- Good report writing skills
- Proficiency in the use of relevant computer applications

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

- Laboratory Technician Certificate or equivalent qualification;

**OR**

- Four (4) CXC or GCE O' Levels including passes in English Language, Mathematics, Chemistry and one (1) other subject or its equivalent;
- One (1) year experience working in a Laboratory.

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

- Exposure to hazardous chemicals;
- Exposure to ultraviolet radiation;
- Exposure to dust, bacteria and fungal spores;
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20<sup>th</sup> April, 2022 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [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**