



**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. 137**  
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6<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 be assigned to/fill the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Manager, Infrastructural Services (MIS/IT 6) – Information Communication and Technology Unit – (Not Vacant)**, salary range \$2,138,484 - \$2,541,986 per annum and any allowance(s) attached to the post.
2. **Research Officer (SOG/ST 6) – Agricultural Services – (Vacant)**, salary range \$1,656,124 – \$1,968,611 per annum and any allowance(s) attached to the post.
3. **Videographer (MCG/AVT 5) – Information Communication and Technology Unit – (Vacant)**, salary range \$1,244,747 – \$1,479,613 per annum and any allowance(s) attached to the post.
4. **Executive Secretary 1 (OPS/SS 4) – Corporate Services Directorate – (Not Vacant)**, salary range \$1,025,878 – \$1,160,837 – \$1,379,871 per annum and any allowance(s) attached to the post.

1. **Manager, Infrastructural Services (MIS/IT 6)**

**Job Purpose**

Under the supervision of the Director (MIS/IT 7), the Manager, Infrastructural Services (MIS/IT 6), is to provide and maintain a secure, reliable and efficient computing and networking environment, to permit users to perform their functions.

**Key Responsibilities**

***To provide sufficient information technology operational capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level:***

- Provides a secure, reliable and efficient computer environment by:
  - ✓ Planning, designing and implementing local and wide area networks including network servers, hubs, routers, switches, workstations and other peripheral devices;
  - ✓ Installing and configuring network servers for email, Internet, Proxy, Web and Intranet services;
  - ✓ Installing and configuring all necessary telecommunication devices;
  - ✓ Ensuring that Network and Communication Work Plans are executed according to agreed standards, targets and schedules;
  - ✓ Diagnosing, analyzing and resolving complex and routine server, network and computer hardware and infrastructure problems as they occur;
  - ✓ Installing server, network, computer and telecommunications related operating software, upgrades and patches.
- Optimizes system performance by:
  - ✓ Monitoring servers and computer systems and implementing parameter tuning geared to improving system performance;
  - ✓ Customizing modifiable systems files to improve performance as instructed;
  - ✓ Providing restricted system information as requested by authorized personnel;
  - ✓ Diagnosing, analyzing and resolving simple routine systems management-related problems;
  - ✓ Maintaining documentation regarding network configurations, operating procedures and service records relating to network hardware and software.
- Assists in providing training for end users by:
  - ✓ Reviewing system logs to identify areas of poor usage and/or abuse of the network and computer systems;

- ✓ Defining user requirements;
- ✓ Determining course participants;
- ✓ Preparing course material and handouts;
- ✓ Facilitating the delivery of user training.

***To support the information requirements of all divisions of the Ministry in a timely, responsive and cost-effective manner:***

- Ensures the security and integrity of the network computer system by:
  - ✓ Participating in risk analysis and periodic reviews
  - ✓ Assisting in devising measures for back-up, system redundancy, virus prevention, and disaster recovery, which will minimize exposure to potential threats and reduce recovery time after disasters;
- Establishes secured connectivity with the Internet for related services, such as email, web browsing, VPN, FTP, etc.;
- Maintains Mail, Web and Intranet Servers.

***To upgrade and expand existing hardware to accommodate the growing information processing needs of the Ministry:***

- Supervises the installation of servers, computers and peripherals within the Ministry, its Departments and off-site Divisions by:
  - ✓ Inspecting sites to assess infrastructural needs;
  - ✓ Developing hardware specifications, Request for Quotation/ Proposal, award of Contracts and other related documentation;
  - ✓ Supervising and approving the work of contractors;
  - ✓ Preparing operational procedures for equipment use and maintenance of operating environment;
- Monitors the supply of electricity to computers and related equipment to ensure the availability of clean and continuous power at all times, except for scheduled maintenance;
- Keeps abreast of trends and developments in Information Technology, especially in networking and communication related devices, system software and diagnostic tools.

***To lead and manage the computer and network infrastructure development function in the achievement of the strategic objectives above:***

- Plans, organizes and directs the activities of the infrastructure development function, including assisting with the development of that component of the Corporate and Operational Plans and Budgets, and monitoring the Section's achievement against them;
- Seeks feedback from internal and external stakeholders with regard to their satisfaction with the level of service provided by the Unit;
- Provides leadership and guidance to the direct report through coaching, mentoring, training, delegation and communication;
- Manages the welfare and development of direct report through the preparation of performance appraisals and recommendation of training and development programmes;
- Ensures direct report is aware of and adheres to the policies, procedures and regulations of the Unit and the Ministry.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Knowledge of Local and Wide Area Networking
- Knowledge of Windows Server 2003, 2008 & 2012
- Knowledge of network protocols and diagnostic tools
- Skilled in computer hardware and software maintenance
- Knowledge of GOJ Procurement Procedures

***Core:***

- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Ability to work in a team
- Initiative
- Excellent leadership skills
- Goal/Results oriented
- Customer and Quality Focus

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Computer Science or related field;
- Four (4) years in a networking environment with two (2) years at the supervisory level.

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

- Will be required to travel locally.

## **2. Research Officer (SOG/ST 6)**

### **Job Purpose**

Under the supervision of the Director, Market Research, the Research Officer (SOG/ST 6) prepares demand studies for non-traditional crops and livestock products to support the development of policy decisions.

### **Key Responsibilities**

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

- Conducts demand studies and produces report to provide information for policy development;
- Ensures that retail prices are collected at Corporate Area supermarket, on a weekly basis, to ascertain the supply and demand for various agricultural products;
- Conducts price studies in assigned geographic areas to:
  - ✓ Analyze prices to ascertain movements on the market
  - ✓ Visit agro-processors to determine the needs for agricultural raw material;
- Performs any other related duties which may be assigned from time to time.

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

#### **Core:**

- Good oral and written communication skills
- Good interpersonal and people management skills
- Strong customer and quality focus skills
- Good problem-solving and conflict management skills
- Ability to managing external relationships

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

- Proficiency in the use of relevant computer skills
- Good market research skills
- Knowledge of the operations of Government/Ministry's policies and procedures

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

- Bachelor of Science Degree in Management Studies with a Marketing or Economics major;
- A working knowledge of market research.

## **3. Videographer (MCG/AVT 5)**

### **Job Purpose**

Under the general direction of the Director, Communication and Public Relations (MCG/IE 6), the Videographer (MCG/AVT 5) is responsible for providing videographic shooting of footage, sound mixing, video editing and packaging to support the Ministry's Communication and Public Relations Programme; the training activities of the Ministry's Extension Service Provider - the Rural Agricultural Development Authority (RADA), the Ministry's Research and Development Division's programmes and all priority projects and those funded by international agencies.

### **Key Responsibilities**

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

- Produces videos for Farmer Field Days and other training activities in support of RADA's Extension Service Delivery Programme;
- Produces demonstration videos to be used on a parish-by-parish basis in support of the Ministry's priority programmes, such as Farmer Registration, Hurricane Preparedness and Backyard Garden Production;
- Produces specialized videos for externally funded projects;
- Produces news-related videos for commercial broadcast and purposes;

- Ensures broadcast standard lighting for all shoots;
- Interprets scripts provided by Project Directors;
- Ensures shoot footages are concurrent with the objectives of the project;
- Executes in studio, post-production sound mixing using computerized sound mixing systems;
- Edits footage using computerized video editor;
- Packages footage to produce completed video in accordance with Commercial Broadcast Standards;
- Maintains ongoing liaison with commercial television stations;
- Maintains video camera, computerized sound and editing equipment in optimal working order;
- Produces footage for the production of video highlighting the Ministry's strategic initiatives.

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

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

- Excellent oral and written communication skills
- Excellent time management skills
- Excellent planning and organizing skills
- Good analytical thinking and problem-solving skills
- Excellent customer service and quality focus skills
- Good interpersonal skills
- Ability to work in a team

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

- Excellent knowledge in broadcast standards videography, sound recording and studio equipment
- Excellent knowledge of computerized and mechanical mixing, editing and recording systems
- Good knowledge of the commercial television environment
- Strong pictorial sense viz composition and visual continuity
- Proficient in the relevant computer applications
- Sound knowledge of GOJ and the Ministry's policies and procedures

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

- Bachelor's Degree in Mass Communication with Certification in Video Production - Film, Videography or Visual Arts from CPTC, CARIMAC or other recognized institutions;
- Five (5) years' experience in Broadcast Video Production, Sound, Lighting and Editing Systems.

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

- Will be required to travel island-wide;
- Will be required to work on weekends, public holidays and beyond regular working hours.

## **4. 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 and communication linkage with other Departments and external Agencies, for the Directorate.

### **Key Responsibilities**

- Composes and reproduces letters, memoranda and reports from drafts;
- 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;
- Sends faxes and makes photocopies of documents;
- Maintains Diary and schedules appointments and meetings;
- Receives and screens visitors and ensures that they are directed to the relevant officer(s) or Office;

- Accesses and sends E-mail via Internet;
- Directs telephone calls and messages;
- Performs any other related duties which may be assigned from time to time.

### **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
- Ability to manage the client interface

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

- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Ministry's policies and procedures

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

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

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