



Office of the Services Commissions

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CIRCULAR No. 256 **OSC Ref. C. 4858⁴²**

21st June, 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 in the **Ministry of Agriculture and Fisheries**:

1. **Agricultural Economist (SOG/ST 6) (Agricultural Planning and Policy Unit) - (Not Vacant)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
2. **Plant Quarantine/Produce Inspector 1 (SOG/ST 4) (Plant Quarantine/Produce Inspection Branch) - (Not Vacant)**, salary range \$1,103,582 - \$1,311,812 per annum and any allowance(s) attached to the post.
3. **Assistant Human Resource Officers (GMG/AM 3) (Human Resource Management Unit) - (Not Vacant)**, salary range \$1,299,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

1. Agricultural Economist (SOG/ST 6)

Job Purpose

Under the general direction of the Senior Agricultural Economist (SOG/ST 7), the Agricultural Economist (SOG/ST 6), is responsible for the collection and classification of agricultural data; preparation and analysis of financial and economic aspects of projects; write Project Budgets; develop relevant project schedules; assist in planning farm management activities; prepare farm models for various farm enterprises; conduct surveys and analyze results and assist in the preparation of briefs and reports.

Key Responsibilities

Management/Administrative:

- Represents the Division at meetings, conferences and other functions as directed.

Technical/Professional:

- Assists in the analysis of data with the view to obtaining basic information to assist in Agricultural Planning;
- Assists in the preparation of detailed project documents/proposals for international funding including financial and economic analysis, budgeting, relevant project schedules and analyzes data relating to proposed agricultural programmes and projects;
- Builds farm models to provide information for the proper guidance of farmers in adopting efficient and profitable farm management practices which forms the basis for preparation of some projects;
- Assists in the collection of relevant data for input prices on labour and material cost for the preparation and update of Cost of Production of vegetables and root crops;
- Assists in the preparation of new systems for Cost of Production Analysis for fruit tree crops, organic crops, greenhouse agriculture, herbs, nutraceuticals, greenhouse agriculture, hydroponics and livestock;
- Carries out field studies for new crop and livestock Cost of Production analysis;
- Liaises with Data Bank, Research and Development and RADA in the analysis of time and motion studies for Cost of Production Analysis;
- Analyzes data and assists with compilation of statistics for cost of production for all crops including new crops to be added to cost of production Exercise;
- Liaises with other Local, Regional and International Organizations/Agencies on matters pertaining to Cost of Production data and other agricultural issues;
- Assists in the supplying of general information to other Government Agencies and NGO's and University students in respect of agricultural issues as requested;
- Assists in the preparation of Briefs and reports relating to Agricultural Programmes, policies and projects;

- Performs other related duties that may be assigned from time to time by the Senior Agricultural Economist and the Director of the Economic Planning Division.

Required Knowledge, Skills and Competencies

Core:

- Ability to work in teams
- Excellent oral and written communication skills
- Good Interpersonal, planning and organizing skills

Technical:

- Good research and analytical skills
- Proficient in the use of relevant computer applications
- Knowledge of statistical and economic principles

Minimum Required Qualification and Experience

- A first degree in Economics or Agricultural Economics from a recognized university;
- Training in project formulation, appraisal and management;
- Proficient in the use of Microsoft Office, Statistical and spreadsheet packages and the Internet.

Special Conditions Associated with the Job

- Adverse working conditions may be encountered (e.g. hilly terrain) while conducting the Cost of Production survey during the summer months.

2. Plant Quarantine/Produce Inspector (SOG/ST 4)

Job Purpose

Under the direct supervision of the Certificate/Compliance Manager (SOG/ST 7), the Plant Quarantine/Produce Inspector (SOG/ST 4) will prevent the introduction and establishment of exotic pests by the use of appropriate measures to safeguard our borders; thus protecting the integrity of Jamaica's Agriculture Sector.

The incumbent will allow only the highest quality, pest free agricultural commodities to be exported and imported in compliance with national and international food safety standards.

Key Responsibilities

Management/Administrative:

- Prepares and submits monthly and specialised reports;
- Represents the Department at seminars, workshops, meetings and agricultural shows;
- Advises potential exporters and importers as well as the general public on Plant Quarantine regulations and functions;
- Supervises and monitors the fumigation process;
- Disseminates relevant information to stakeholders through various public education campaigns including tourists;
- Organizes/Prepares exhibits for agricultural shows and seminars;
- Delivers customer Service in accordance with the Citizens Charter.

Technical/Professional:

- Inspects and certifies agricultural commodities for export in accordance with trading partners requirements;
- Inspects and certifies agricultural commodities being imported in accordance with local standards;
- Inspects new and existing packing facilities and enforce compliance with established standards;
- Supervises/monitors fumigation and other treatment processes;
- Monitors ports of entry;
- Conducts/participates in pest surveillance;
- Investigates pests sighting reports;
- Monitors pests and diseases outbreaks;
- Collects, inspects, records and destroys contraband (illegal imports of agricultural items and other regulated commodities) in accordance with established standards;

- Records and supervises the destruction/re-export of non-compliant agricultural/regulated commodities;
- Inspects and monitors transshipments of agricultural/regulated commodities;
- Visits farms where crops are grown for export to ensure proper pests management and food safety practices are employed;
- Conducts regular monitoring to ensure exporters are informed of new and existing entry requirements of major trading partners;
- Inspects and monitors aircrafts and marine vessels;
- Monitors markets, supermarkets and other outlets for illegal imports;
- Maintains the Plant Health Surveillance System;
- Conducts overseas Farm Workers Sensitization Sessions;
- Guides and monitors exporters' compliance with Food Safety Standards of trading partners;
- Enforces compliance with Jamaica's Good Manufacturing Practices which includes;
 - ✓ Record keeping
 - ✓ Waste Management, Cleaning and Sanitation
 - ✓ Security of food
 - ✓ Traceability
 - ✓ Product recall
 - ✓ Training
 - ✓ Audit and verification
- Assists exporters in developing Food Safety Plan for their facilities;
- Provides orientation for new exporters;
- Assists exporters in developing and maintaining traceability systems;
- Certifies and monitors offsite cold storage facilities;
- Certifies and monitors plant nurseries and farms according to established guidelines;
- Collaborates with major trading partners in accordance with their Standard Operating Procedures;
- Performs any other related duties that may be assigned from time to time by the Supervisor.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good customer relations and quality focus skills
- Good problem-solving and decision-making skills
- Good use of initiative
- Ability to work in teams
- Good leadership skills
- Good analytical thinking skills
- Good planning and organizing skills

Technical/Functional:

- Excellent knowledge of internationally accepted sanitary and phytosanitary procedures
- Formal training in fumigation techniques and procedures
- Proficiency in the use of computer applications
- Good knowledge of best practices in post-harvest handling of produce and storage
- Good working knowledge of Plant Husbandry
- Good working knowledge of Entomology
- Good working knowledge of Botany
- Good working knowledge of Pathology
- Excellent knowledge of Food Safety Standards
- Good Knowledge of major trading partners Standard Operating Procedures
- Excellent knowledge of the Acts and Regulations of the branch as well as various standards, procedures and principles governing the activities
- Knowledge of the operations of Government

Minimum Required Qualification and Experience

- College of Agriculture Science and Education Associate Degree in Agriculture or a Jamaica School of Agriculture Diploma in Agriculture or equivalent;
- Training in local and international Food Safety Standards ;
- Proficient in Computer applications;
- Three (3) years working experience in Plant Quarantine/Produce Inspection;
- Training in Fumigation.

Special Conditions Associated with the Job

- Exposure to hazardous chemicals such as Methyl Bromide and other post-harvest chemicals;
- Boarding of aircrafts and marine vessels;
- Threat to life in enforcing compliance;
- Required to travel extensively;
- Required to work early mornings, late evenings and public holidays.

3. Assistant Human Resource Officer 2 (GMG/AM 3)

Job Purpose

Under the supervision of the Senior Human Resource Officer (GMG/SEG 1), the Assistant Human Resource Officer 2 (GMG/AM 3) is responsible for administering all leave, pensions, National Insurance Scheme (NIS), honorarium and Motor Car Repair Loan benefits for the Ministry of Agriculture and Fisheries.

Key Responsibilities

Management/Administrative:

- Represents the Ministry at meetings, seminars, conferences and workshops;
- Provides guidance/advice to the Directors and members of staff on all leave and pension related matters;
- Provides professional advice/guidance to all members of staff in the interpretation and application of relevant Government policies, rules and regulations;
- Oversees the preparation and distribution of Vacation Leave Roster for each.

Technical/Professional:

- Prepares Schedules of employees who are eligible for retirement and submits all relevant documents to the Permanent Secretary/HRMEC and Pensions Branch, Ministry of Finance and the Public Service;
- Liaises with the Attorney General's Department on matters relating to cases of injury on the job;
- Participates and provides technical assistance as Secretary to the Delegation Committee on matters relating to leave and honorarium;
- Ensures that Vacation Leave, Study Leave, Special Sick Leave, Sick Leave, Departmental Leave and Recreation Leave are accurately computed and information disseminated;
- Provides information of leave eligibility for Officers who have resigned or separated from the Ministry;
- Submits schedules for all officers who attain the age of retirement to the Permanent Secretary for approval;
- Processes all pension related documents, pension particulars, Period of Service Records and submits to the Ministry of Finance and the Public Service for the payment of pension benefits;
- Provides information to members of staff on leave request;
- Processes and prepares National Insurance Scheme documents to ensure that members of staff are adequately compensated for any benefits they are eligible to receive;
- Liaises with the Ministry of Finance and the Public Service on matters relating to Special Sick Leave, Study Leave, No pay Leave and Pre-retirement Leave;

Human Resource:

- Provides leadership to members of staff through objective setting, delegation and communication;
- Provides guidance to members of staff through coaching, mentoring and training
- Participates in recruitment of members of staff for the Unit;
- Reviews and evaluates Performance Evaluation Reports and makes recommendations for training;
- Performs any other related duties that may be assigned by the Senior Human Resource Officer or Director, Human Resource Management.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good customer relations skills
- Good leadership and interpersonal skills
- Excellent time management skills

- Good problem-solving skills
- Managing the client interface
- Excellent planning and organizing skills

Technical:

- Sound knowledge of Government/Ministries policies and procedures
- Sound knowledge of Leave Administration
- Sound knowledge of Retirement Procedures
- Sound knowledge of the Staff Orders and Public Service Regulations

Minimum Required Qualification and Experience

- Diploma/Certificate in Human Resource Management, Management Studies or Public Administration;
- Two (2) years on the job training at Supervisory level in Human Resource Management

Special Conditions Associated with the Job

- Required to travel island wide.

Applications accompanied by résumés should be submitted **no later than Monday, 4th July, 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**