



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
Website: www.osc.gov.jm

CIRCULAR No. 408 **OSC Ref. C. 4858⁴⁴**

23rd September, 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 post of **Senior Agricultural Chemist (SOG/ST 7) - (Vacant)** in the **Agricultural Land Management Division, Ministry of Agriculture and Fisheries**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Technical Manager (SOG/ST 8), Soil Health, Plant Tissue and Water Laboratory the Senior Agricultural Chemist (SOG/ST 7) exercises responsibility for the development, maintenance and updating of systems and procedures in the laboratory. There is the requirement to determine the appropriate tests to be applied, monitor samples, interpret the results of laboratory analyses, make recommendations on crop suitability, fertilizer use and recommending corrective measures for soil nutrient management problems.

The incumbent is required to undertake complex research on soil, plant, tissue and water samples and provide technical reports on findings which will impact soil health and strengthen productivity in the Agricultural Sector.

Key Responsibilities

Management/Administrative:

- Deputizes for the Head of Lab in his/her absence;
- Prepares work schedules for Laboratory and monitors the work and activities of the Lab;
- Monitors analytical determinations to ensure corrective procedures and proper recording and storage of analytical results are followed;
- Provides information or results on laboratory analysis to clients;
- Advises the relevant Agencies (NEPA, NLA, Ministry of Housing or NHT) of the suitability of lands for agricultural purpose or other cases;
- Represents the Division at meetings, seminars and conferences locally and internationally;
- Develops strategies for demand surveys and proposes new services based on findings.

Technical/Professional:

- Registers samples taken into the laboratory and reviews field reports;
- Instructs Technicians and Laboratory Attendants in work procedures;
- Determines appropriate test to be applied on sample;
- Conducts scientific tests on soil, plant tissue and water samples;
- Monitors tests to ensure work conforms with directives;
- Performs quality control checks to ensure accuracy of results;
- Analyzes and interprets laboratory analysis and makes recommendation on crop suitability and fertilizer use;
- Visits field to collect samples (soil, plant and water);
- Organizes research on analytical data and gives professional opinion and interpretation of results;
- Prepares data summaries, reports and analyses that include results, charts and graphs in order to document research findings and results;
- Writes land capability and other special reports based on laboratory analyses;
- Develops, implements and updates quality control and safety systems and procedures;
- Plays a critical role in the maintenance of Quality Assurance Standards in keeping with ISO/IEC 17025 standards;
- Develops training and promotional data and participates in training and presentations on the Division and its products and services;

Human Resource:

- Monitors and evaluates the performance of directs 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;
- 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 Division's and Organization's goals;

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Methodical
- Ability to use own initiative
- Good planning and organizing skills
- Teamwork and co-operation

Technical:

- Sound knowledge of laboratory procedures and methodology
- Sound knowledge of soil chemistry
- Proficient in the use of relevant computer applications
- Excellent analytical skills
- Knowledge of the operations in Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- B.Sc. in Natural Sciences or Agriculture with additional specialized training in Soil Science and Laboratory Procedures;
- Three (3) years laboratory experience.

Special Conditions Associated with the Job:

- Extensive travelling island wide;
- Typical Laboratory environment and exposure to chemical.

Applications accompanied by résumés should be submitted **no later than Thursday, 6th October, 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**