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(Central Government)

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CIRCULAR No. 415 **OSC Ref. C.4858⁴³**

29th 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 following **vacant** posts in the **Research and Development Division, Ministry of Agriculture and Fisheries**:

1. **Senior Research Director (SOG/ST 8) - Bodles, Old Harbour**, salary range \$2,555,681 - \$3,037,902 per annum and any allowance(s) attached to the post.
2. **Chief Livestock Officer (SOG/ST 7) - Hounslow, St. Elizabeth**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
3. **Post Entry Quarantine Officer (Tissue Culture) (SOG/ST 5) - Bodles, Old Harbour**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
4. **Records Officer 1 (PIDG/RIM 2) - Bodles, Old Harbour**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.

1. Senior Research Director (SOG/ST 8)

Job Purpose

Under the direct supervision of the Deputy Research Director (SOG/ST 9), the Senior Research Director (SOG/ST 8), is responsible for managing all aspect of the improvement and management of dairy cattle genetics resources.

Key Responsibilities

Management/Administrative:

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Livestock Research and Improvement Planning process;
- Prepares and monitors the Dairy Cattle Breeding and Genetics Operational Plan;
- Prepares Budget to ensure the work of the Unit is completed;
- Ensures the management and husbandry of all dairy cattle animals under the stewardship of the Unit;
- Represents the Livestock Research and Improvement Unit at meetings, conferences workshops and seminars
- Provides guidance to the Deputy Research Director and other Unit Managers on matters related to animal breeding and genetics;
- Develops Schedules of Requisition and programmes of utilization to facilitate the effective supply of inputs and services for the management of animal genetic resources constituting the Jamaica Hope Nucleus Herd.

Technical/Professional:

- Conducts research relevant to dairy cattle genetics;
- Estimates the breeding value or genetic merit to determine the animal's suitability as parents;
- Estimates genetic and phenotypic parameters;
- Collates and analyses livestock information;
- Undertakes analytical studies in specific technical and policy issues affecting animal genetic resources, improvement and management;
- Ascertains relevant development in animal breeding and quantitative genetics;

- Plans and establishes Training, Extension Research and Programmes for national daily cattle Sub-Sector;
- Facilitates the dissemination and/or adoption of new and improved technology in the area of animal breeding and genetics;
- Consults with research and development principals to identify problems in the area of livestock research that are amenable to breeding and genetics solutions.

Human Resources:

- Monitors and evaluates the performance of direct 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;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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 the Division's and Organization's goals.

Other:

- Attends meetings on behalf of the Director;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Good problem-solving and conflict management skills

Technical:

- Knowledge in the application of animal breeding principles and procedures
- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Master of Science Degree in Animal Breeding and Quantitative Genetics;
- Ability to effect basic animal evaluation using the foregoing principles within six (6) months;
- Five (5) years' experience in Animal Breeding and Genetics;
- Three (3) years' experience in a Senior Management position with a Government or similar institution; plus completion and publication of several research papers.

Special Conditions associated with the Job

- Exposure to dusty conditions;
- Exposure to hazardous chemicals and drugs and zoonotic diseases conditions.

2. Chief Livestock Officer (SOG/ST 7)

Job Purpose

Under the direction of the Senior Research Director (SOG/ST 8), the Chief Livestock Research Officer (SOG/ST 7) is responsible for the transfer of the technological outcomes of livestock research to livestock practitioners aimed at the conservation, development and utilization of local/introduced animal genetic resources: the utilization of forage species for the enhancement and sustainability of the production of milk, meat, products and by-products.

Key Responsibilities

Management/Administrative:

- Co-ordinates and oversees the direction, planning and implementation of the Nation Research and Development Programmes and specialized programmes of the Livestock Research Improvement Division;
- Collaborates with Organizations involved in research and development in livestock in identifying and determining priority research projects consistent with the overall policy and programmes;
- Collaborates with the Crop and Plant Protection Deputy Director in order to identify common operating problems and areas of duplication of effort in carrying out the various functions, and devising strategies;
- Collaborates with the Extension Agency in developing and implementing strategies for the dissemination of research findings to farmer clients;
- Co-ordinates the daily operations of the Livestock Division;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of Division's Research and Development programmes;
- Requests and ensures the availability of adequate physical and other facilities necessary for the efficient and effective conduct of the Research and Animal Production programmes;
- Prepares the Budget of the Section for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates/controls budgetary allocation for each project/programme and recommends vehement of allocated funds to projects of higher priority;
- Initiates and maintains an adequate and effective communication system between members of all Branches, Units and Sections of the Divisions.

Technical/Professional:

- Maintains a current awareness of the work being done at the frontiers of knowledge and maintains contact and collaborates with local Agencies and leading regional and international institutions;
- Ensures the preparation and publication of Monographs, Scientific Reports and articles, collates the timely presentation of research and development projects and programmes and animal reports for dissemination;
- Represents the Ministry at International Scientific and Professional Meetings and undertake missions as required in relation to the above duties;
- Assists the Principal Director in the Organization of seminars, meetings in order to communicate and disseminate research findings;
- Establish criteria, guidelines and methodologies for conducting studies in the areas of husbandry, large and small stock breeding and nutrition and biotechnological interventions in ruminant and non-ruminant animals;
- Co-ordinates animal breeding activities at the centre of the genetic improvement of Livestock Research and Development Division by developing and directing a National Animal Breeding Policy for the conservation and improvement of the gene pool of native animals;
- Co-ordinates and supervises the utilization of computer hardware and software suitable for the storage, collates, analyses records of performance and progeny test data for animal genetic evaluation and other statistical analysis and interpreting and using performance results in designing breeding strategies and selection methods;
- Reviews and updates the maintenance of the accepted systems of herd records for the identification of animals, maintenance of progeny and performance records, births, deaths, transfers and disposal records;
- Participates in Livestock Appraisals/Administration of the Breeders Societies, advising the National Sire Service Schemes;
- Evaluates the Application of models of biotechnology for the rapid increase in the production of seedstock and improved performance;
- Guides researchers through alternative research strategies where present methods are not applicable/advisable;
- Acts in liaison to International Organizations that are directly concerned or related to animal genetic resources;
- Acts as liaison in the implementation of collaborative projects with other Agencies;
- Participates in training days and seminars.

Human Resource:

- Monitors and evaluates the performance of direct 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;
- Collaborates with the Human Resource Division to develop and implement a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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 the Division's and Organization's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer and quality focus skills
- Good problem-solving skills
- Good conflict management skills

Technical:

- Excellent knowledge of farm animals and Livestock production methods
- Excellent knowledge of Livestock Research methodologies
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Five (5) years related experience in Livestock Research and Management with professional achievement recognized by a University.

OR

- First Degree in Agriculture specializing in animal Husbandry;
- Eight years (8) years' experience in related field at a supervisory level.

Special Conditions associated with the Job

- Physical interaction with large animals;
- Exposure to animals body fluids, liquid and solid excretions;
- Exposure to disease conditions;
- Prolonged exposure to the vagaries of the environment.

3. Post Entry Quarantine Officer (Tissue Culture) (SOG/ST 5)

Job Purpose

Under the general direction of the Chief Post Entry Quarantine Officer (SOG/ST 7), the Post Entry Quarantine Officer (SOG/ST 5), is in charge of the day-to-day operations in the initiation, management and production of clean planting material for crops with selected desired traits. The incumbent also contributes to the safeguarding of our Biodiversity through the maintenance of crop germplasms/genetic lines in culture. The incumbent also provides technical advice on plant production matters as well as conducting problem diagnosis.

Key Responsibilities

Management/Administrative:

- Prepare Annual Budgetary Estimates for the Tissue Culture activities, which contribute to the overall Post Entry Quarantine Budget;
- Oversees inventory of supplies necessary for the effective conduct of the 'Seed' Production and Research programmes, and ensures proper use and timely replacement of supplies;
- Produces monthly/annual/special reports relating to Tissue Culture activities;

- Attends meetings and provides advice/guidance on Tissue Culture related matters.

Technical/Professional:

- Maintains the Tissue Culture Laboratory Facility;
- Oversees the proper preparation of media, stock solution and containers used in tissue culture operations, to include the sanitation of glassware to the standard of 'biologically clean';
- Exercises or delimits tissues or plant parts, disinfects such tissue and establishes tissue culture by Micro-propagation techniques;
- Participates in all Greenhouse and technical activities as it relates to tissue culture ex-plant;
- Detects plant pathogen through Tissue Culture practices;
- Develops a clonal repository for selected germplasm that has passed through Post Entry Quarantine;
- Co-operates with the Chief Post Entry Officer to develop pest free plantlets by combination of heat therapy and Meristem Tip Culture;
- Liaises with the Chief Post Entry Officer on matters that presents, or likely to present, a pest risk problem and takes safeguarding actions in accordance with guidelines;
- Produces publishable research papers, fact sheets, posters and other technical material for dissemination;
- Collaborates with other Agencies and Institutions within and outside of the Ministry of Agriculture and Fisheries in solving Post Entry Quarantine problems;
- Works closely with consultants and contract workers to facilitate the mutual exchange of technical information;
- Keeps abreast of local and international development in tissue culture and movement of germplasm.

Human Resource Management:

- Supervises and trains incoming staff and persons from tertiary institutions on work-study assignments in Post Entry Quarantine;
- Performs any other related duties, which may be assigned by the Chief Post Entry Officer from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent problem-solving skills
- Sound analytical skills
- Methodical
- Integrity
- Ability to use own initiative
- Teamwork and co-operation

Technical:

- Excellent report writing skills
- Excellent knowledge of, and skills in biotechnology
- Competent in and possesses the ability to educate others in laboratory techniques for the identification of plant pathogens, diseases, and the production of clean material using biotechnology.
- Authoritative knowledge of tissue culture
- Extensive knowledge of associated discipline within and beyond Post Entry Quarantine
- Technical Skills
- Knowledge of the operation of government/Knowledge of the Ministry's policies and procedures.
- Proficiency in the use of relevant computer applications including database and statistical software

Minimum Required Qualification and Experience

- B.Sc. in Agriculture or Biological Sciences such as Botany or Horticulture;
- One (1) year working experience;
- Exposure to tissue culture techniques would be an asset.

Special Conditions associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to ultraviolet radiation (greenhouse);
- Exposure to dust, bacteria and fungal spores;
- Risks associated with long distance road travel, often off-track in unfamiliar and high-risk areas;
- Occasional long work hours.

4. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the supervision of the Administrator (GMG/AM 2) the Records Officer 1 (PIDG/RIM 2) carries out mail and Records Management functions of the Unit.

Key Responsivities

- Sorts and records outgoing and incoming mails and determines cost of postage and delivery method;
- Sorts, classifies, indexes and files correspondence on appropriate file;
- Creates new files;
- Inspects files to ensure they are up-to-date;
- Processes incoming requests, conducts research and provides information;
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good teamwork and co-operation
- Good planning and organizing skills

Technical:

- Knowledge of Records Management
- Knowledge of Office Procedures
- Knowledge of the operations of Government
- Knowledge of computer applications e.g. Microsoft office suites and other relevant software

Minimum Required Qualification and Experience

- Four (4) CXC/GCE'O' Level including English Language and a numeracy subject;
- Three to four (3-4) years' experience at the Level 1.

Special Conditions associated with the Job

- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12th October, 2022 to:**

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

Email: 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal line extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**