



Office of the Services Commissions

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CIRCULAR No. 412 **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/be assigned to the following posts in the **Agricultural Marketing Information Branch, Ministry of Agriculture and Fisheries**:

1. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.
2. **Data Collection Officer (SOG/ST 3) – (2 posts) Trelawny/Vacant – Westmoreland/Not Vacant**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

1. **Senior Secretary (OPS/SS 3)**

Job Purpose

Under the supervision of the Director, Agricultural Marketing and Information (GMG/SEG 5), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial services to facilitate the effective and efficient operation of the Division.

Key Responsibilities

Management/Administrative:

- Reproduces correspondence, Minutes, reports and other documents using the computer from dictation or written drafts;
- Processes correspondence;
- Takes dictation in shorthand, transcribes and compose document on the computer;
- Receives, opens, sorts and distributes incoming mail;
- Records Minutes of meetings;
- Answers the telephones, relays messages, screens requests for information and refers non-routine calls to the appropriate members of staff;
- Schedules appointments and maintains Diary;
- Sends and receives fax messages as required;
- Ensures that confidential files are maintained and properly secured;
- Provides information from files and records;
- Establishes and maintains the Division's Filing System;
- Maintains a record of the movement of files;
- Maintains stationery supplies;
- Screens and directs visitors to relevant officer;
- Requests relevant files as required;
- Researches and compiles information as required for various meetings;
- Attends meetings to record minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopies of documents;
- Accesses and sends e-mail via internet;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good customer and quality focus skills
- Good oral and written communication skills
- Excellent interpersonal skills
- Good time management skills
- Good planning and organizing skills
- Methodical

- Teamwork and co-operation
- Ability to meet deadlines
- High level of Integrity
- Good problem-solving and conflict management skills

Technical:

- Proficient in the relevant software applications
- Sound knowledge of the Division's functions and work programmes
- Sound knowledge of web-based research technique
- Knowledge of the operations of Government /Ministry's policies and procedures
- Sound knowledge of general Office 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 four to five (4-5) 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 four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient 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 four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Data Collection Officer (SOG/ST 3)

Job Purpose

Under the general direction of the Regional Data Collection Officer (SOG/ST 5); the Data Collection Officer (SOG/ST 3) is responsible for the collection and recording of all Agro-Socio-Economic data and other agricultural information which includes: crops, livestock, land, fish, prices, irrigation and farm labour which is defined within Agricultural Extension areas island-wide.

Key Responsibilities

Technical/Professional:

- Collects and records agricultural information relevant to the Ministry of Agriculture and Fisheries from farmers, Farmers' Organizations, fishermen and other allied bodies;
- Undertakes field visits to ascertain the level of domestic agricultural production in specified areas and records findings for review at the Quarterly Crop Revision Meetings with RADA Extension Officers and Statisticians;
- Records on a regular basis Fisheries Statistic to determine volume of fish, size of crew manning boats and fishing vessels, prices per type of fish;
- Engages in crop cutting experiments for measuring yield by attending, partaking in cutting and weighing/measuring exercises as well as recording the results with accuracy;
- Collects data for agricultural surveys and censuses;
- Monitors the performance of specialized farms by identifying the area in which data is required, selects the farms from which data will be gathered and ensures full co-operation from owner/operator;
- Prepares accurate situational analysis monthly on climatic and ecological factors which influence production, yields and incidence of pests and disease infestation;
- Performs other related duties that may be assigned from time to time by the Regional Data Collection Officer and the Director, Field Operations.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills

- Good time management skills
- Good teamwork and co-operation skills
- Good use of initiative
- Good social skills
- Good customer and quality focus skills
- Strong integrity

Technical:

- Good knowledge of the principles and practices of Data Collection
- Good knowledge of the Agricultural Sector
- Basic knowledge of the development of statistics
- Good knowledge of the Government/Ministry's/Branch's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Diploma in General Agriculture from a recognized institution;
- One (1) year work experience.

OR

- Passes in five (5) subjects in CXC including English Language and Mathematics and preferably Agricultural Science or some other natural science subjects;
- Three (3) years' work experience in the field of agriculture.

Special Conditions Associated with the Job

- Duties are performed with some adverse conditions such as hilly terrain, poorly maintained roads and encountering hostile individuals.

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**

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**