



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 489**  
**OSC Ref. C.4858<sup>43</sup>**

**9<sup>th</sup> November, 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 (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture and Fisheries:**

1. **Chief Agronomist (SOG/ST 7)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
2. **Biometrician (SOG/ST 7)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
3. **Plant Breeding Officer (SOG/ST 5)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
4. **Plant Protection Officer (SOG/ST 5)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.

1. **Chief Agronomist (SOG/ST 7)**

**Job Purpose**

Under the direct supervision of the Senior Research Director (SOG/ST 8), the Chief Agronomist (SOG/ST 7) is responsible for all aspects of the Ministry's Crop Research Agronomy Programmes. The incumbent also is responsible for planning, organizing and executing all programmes for testing, verifying and/or adaptation of results obtained from investigations conducted on experimental stations and/or actual farm conditions.

**Key Responsibilities**

***Management/Administrative:***

- Assists in the development and implementation of Operational Plans;
- Assists the Director, Crop Research in preparation of Annual Budgets;
- Collaborates with the Extension Agency in implementing strategies for dissemination of research findings to farmers;
- Represents the Division/Ministry at meetings, conferences and seminars;
- Ensures timely preparation and submission of reports (Monthly, Quarterly and Annually).

***Technical/Professional:***

- Assists in the planning of Weekly Work Programmes for Crop Research;
- Assists the Director, Crop Research in the development of programme goals;
- Participates in Training and Field Days on and off station;
- Writes Proposals, Research Papers and Facts Sheets;
- Liaises with Agricultural Agencies such as CARDI, RADA, UWI and farmers groups;
- Keeps abreast of local and international development in various aspects of agriculture.

***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 attain 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, in developing a Succession Planning Programme for the Division/Unit to facilitate continuity and availability of required skills and competencies to meet the needs of the Unit;

- 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 committed to the Division's and Organization's goals;
- Performs any other related duties that may be assigned by Senior Managers from time to time.

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

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

- Good oral and written communication skills
- Good Human Resource Management skills
- Ability to work in teams
- Good interpersonal skills
- Good people management and human relations skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good customer and quality focus skills

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

- Knowledge of Agronomy methods
- Good knowledge of plant and soil methodologies
- Good knowledge of research procedures
- Sound knowledge of agricultural practices
- Good analytical skills
- Proficiency in the relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures

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

- Master of Science in Agronomy with at least two (2) years' experience in the field;
- OR**
- Bachelor of Science Degree in General Agriculture with at least five-ten (5-10) years' experience in Crop Research Management.

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

- Exposure to pesticides.

## **2. Biometrician (SOG/ST 7)**

Under the direct supervision of the Principal Research Director (SOG/ST 10), the Biometrician (SOG/ST 7) is responsible for planning, designing, monitoring and implementing agricultural research experiment, analyzing and providing interpretation of experimental data. The incumbent is also responsible to ensure that experimental designs and Field Plans are properly adhered to by giving guidelines and supervising the layout of experiments in the field.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Advises the Principal Research Director and Chief Technical Director on statistics and research;
- Represents the Ministry and Government of Jamaica at International Conferences, Seminars and Workshops;
- Collaborates with local and international researchers to exchange information as it relates to Agricultural Research work;
- Evaluates the capacity of the Biometry Unit to effectively provide Statistical Advisory Services;
- Provides guidance in the development of a framework to assist the implementation of Agricultural Research;
- Develops procedures for priority setting for the Biometry Unit;

- Assists the Principal Research Director to set Divisional priorities and to lead in the formulation of research policy guidelines and schedules.

***Technical:***

- Provides statistical service to researchers;
- Trains researchers in statistical techniques;
- Designs Data Collection and Recording Systems;
- Designs and presents Experimental Plans
- Visits, inspects and provides guidance in choice of experimental sites and experimental design layout;
- Prepares Scientific Papers for local and international publications;
- Reviews scientific papers emanating from within the Ministry and other allied Agencies for statistical soundness;
- Inspects experimental sites and advises accordingly;
- Monitors the adherence of researchers to prescribed Research Plan;
- Analyzes and interprets experimental results and prepares report for researchers;
- Designs and maintains Database of research results;
- Performs any other related duties that may be assigned by the Principal Research Director and the Chief Technical Director from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good interpersonal and people management skills
- Good customer and quality focus skills
- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Strong integrity
- Excellent ability to use initiative
- Excellent interpersonal skills
- Managing partners
- Managing the client interface

***Technical:***

- Excellent knowledge of Ministry's policies and procedures
- Proficient in applied statistical data analyses
- Proficient in the use of relevant computer applications
- Technical, business and scientific writing skills

**Minimum Required Education and Experience**

- MSc. in Biometry or Applied Statistics along with two (2) years applied Agricultural Research.

**Special Conditions Associated with the Job**

- Exposure to environmental elements;
- Rough terrain;
- Required to travel for the execution of duties;
- Visits to experimental sites.

**3. Plant Breeding Officer (SOG/ST 5)**

**Job Purpose**

Under the supervision of the Chief Plant Breeding Officer (SOG/ST 7), the Plant Breeding Officer (SOG/ST 5) is responsible for performing Plant Breeding research duties leading to improved and new crop varieties. The incumbent is also a team member in carrying out major phases of complex projects.

## **Key Responsibilities**

### ***Management/Administrative:***

- Supervises staff;
- Monitors Green House;
- Produces reports;
- Manages stocks;
- Participates in seminars, meetings and conferences.

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

- Assists in the development of new cultivars of economic crops to overcome specific constraints;
- Assists and maintains horticultural and agronomic characteristics of plants;
- Assists in maintaining germplasm for breeding;
- Procures and stores pollens;
- Monitors the management and repairs of machine and equipment related to breeding work;
- Supervises the sowing of seeds and harvest and establishes crops;
- Supervises the execution of experiments;
- Collects and tabulates data for analysis;
- Supervises the preparation of plots;
- Prepares Stock Inventories;
- Presents research findings.

### ***Human Resources:***

- Assists the Chief Plant Breeding Officer in monitoring and evaluating the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- 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 functions that may be assigned from time to time.

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

### ***Core:***

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

### ***Technical:***

- Knowledge of research procedures
- Sound knowledge of Plant Breeding principles and practices
- Excellent knowledge of good agricultural practices
- Sound knowledge of crop production
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications and software

## **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Botany/Plant Science or other related discipline with two (2) years' experience.

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

- May be required to work on weekends, public holidays and beyond the eight (8) hour duty;
- Exposure to sun, rain and frost;

- Exposure to hazardous chemicals;
- Rough terrain;
- Frequent land slides.

#### **4. Plant Protection Officer (SOG/ST 5)**

Under the supervision of the Senior Plant Protection Officer (SOG/ST 6), the Plant Protection Officer (SOG/ST 5) is responsible for undertaking short, medium and long-term research work in one of the major Plant Protection Disciplines. The incumbent is also responsible for providing consultancy and liaison services on plant protection matters as well as conduct pest identification and problem diagnosis.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares Annual Budgetary Estimates which contributes to the overall Plant Protection Budget;
- Oversees inventory of supplies necessary for the effective conduct of research/diagnostic work and ensures proper use and timely replacement of supplies.

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

- Plans, organizes, executes and supervises projects in Plant Protection according to specialist discipline by supervising programmes in field-trial and layout, preparation, application and handling of pesticides, data collection and processing and interpretation and dissemination of results;
- Plans, organizes and executes Laboratory and Greenhouse Research Projects to evaluate the efficacy of pesticides;
- Plans, organizes the collection identification and preservation of specimens of pest species for diagnostic work and training purposes;
- Carries out in depth literature review for new technology and improved training methods and for any other reason or purpose that the Chief Plant Protection Officer or Senior Research Director, Plant Protection may request;
- Develops integrated pest management packages for major pests of economic crops;
- Assists in the preparation of Pest Risk Analysis;
- Prepares project proposals detailing the scientific method(s) to be involved in the management of specific pest problems;
- Identifies pest, diagnose pest problems and makes recommendations for their management;
- Produces Publishable Research Papers, Fact Sheets, posters and other technical material for dissemination;
- Produces monthly, quarterly, annual and special reports;
- Transfers technology to Extension Officers and farmers by way of Open Days, Field Days and Reporting Seminars. Serves as Plant Protection Consultant and Guest Presenter at various training activities for both Extension Officers and farmers;
- Collaborates with other Agencies and Institutions internally/externally of the Ministry in solving plant protection problems;
- Visits farms and other holdings in relation to pest problems;
- Conducts specific Plant Protection surveys;
- Dispatches unidentified or unconfirmed specimen to overseas organization for identification;
- Works closely with consultants and contract workers to facilitate the mutual exchange of technical information;
- Keeps abreast of local and international developments in Plant Protection;
- Conducts research activities in the Bio-Control Laboratory of the Plant Protection discipline assigned;
- Participates in the production and release of Biological Control Agents.

##### ***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:**

- Represents the Unit at selected Technical Conferences and Meetings;
- Performs any other related functions that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

**Core:**

- Strong leadership and management skills
- Good interpersonal skill
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills

**Technical:**

- Sound knowledge of associated disciplines of Plant Protection
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

**Minimum Required Education and Experience**

- B.Sc. in Agriculture with Plant Protection Discipline.

**Special Conditions Associated with the Job**

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to ultraviolet radiation;
- Exposure to dust, bacteria and fungal spores;
- Extensive travelling;
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22<sup>nd</sup> November, 2022 to:**

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

Email: [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**