



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 468** **OSC Ref. C. 6555<sup>14</sup>**

2<sup>nd</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 be assigned to the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Communication and Media Officer (MCG/IE 4) (Vacant) – Communication and Public Relations Division**, salary range \$1,665,309 – \$1,979,529 per annum and any allowance(s) attached to the post.
2. **Food Storage Scientist (SOG/ST 6) (Not Vacant) – Food Storage and Prevention of Infestation Division**, during the period **December 1, 2022 to September 30, 2024**, salary range \$1,656,124 – \$1,968,611 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 4) (Vacant) – Legal Services Unit**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.

#### 1. **Communication and Media Officer (MCG/IE 4)**

##### **Job Purpose**

Under the direct supervision of the Director, Communication and Public Relations (MCG/IE 6), the Communications and Media Officer (MCG/IE 4), assists in developing and executing the Annual Communication and Public Relations Programme including a Robust Social Media Management Programme to publicise the work of the Ministry.

##### **Key Responsibilities**

###### ***Managerial/Administrative:***

- Assumes leadership of the Communications Unit in the absence of the Director of Communications and Public Relations;
- Responds to written correspondence and enquiries received by the Ministry;
- Liaises with Office Management and the Information Communication Technology Unit to ensure communications equipment are procured, maintained and accessible;
- Liaises with Media houses to ensure contacts are kept up to date;
- Liaises with the Jamaica Information Service and other media houses to ensure coverage of the activities of the Ministry;
- Accompanies Ministerial Team to special events, as required.

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

- Develops and implements a Communication Strategy that includes a robust digital media component to bring awareness to the work of the Ministry and its Agencies;
- Provides Photo and Video Coverage for internal and external events organized by the Ministry or attended by the Minister and other senior officials;
- Researches and writes speeches, messages and other communication output, such as press releases, content for the website, infographics, blogs, and newsletters;
- Maintains a detailed knowledge of the Ministry's policies, programmes and achievements and keeps up to date with relevant developments, with a view to creating engaging content on various platforms to publicise them;
- Arranges events to engage the media and other stakeholders, including press conferences, webinars and fairs;
- Evaluates results of Communication Campaigns with the Team and provides analysis to guide improvements;
- Builds and maintains strong business networks with local and internal media professionals to support the Ministry's publicity efforts;
- Assists with development and implementation of the Ministry's Annual Public Relations Programme;

- Assists with writing and editing of the Ministry's Annual Report and other standard publications.

**Human Resource:**

- Attends Unit/Ministry staff meetings;
- Assists with the development of Units Work Plan, Schedule etc.

**Other:**

- Performs any other related functions assigned from time to time by the Permanent Secretary/the Director of Communication and Public Relations or other designated personnel.

**Required Knowledge, Skills and Competencies**

**Core:**

- Excellent oral and written communication skills
- Ability to work on own initiative
- Excellent time management skills
- Customer and quality focus
- Methodical
- Excellent planning and organizing skills
- Ability to work and co-operate in teams
- Excellent interpersonal skills

**Technical:**

- Excellent creativity/high level of competence in writing
- Excellent level of competence in script writing and production for radio and television
- Excellent problem solving and decision-making skills
- Reliable
- Proficiency in the use of the Internet, appropriate digital design and editing software, windows operating systems and Microsoft applications, in particular Word and PowerPoint

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Journalism, Digital Media Production, Integrated Communication Management or related field;
- Three (3) years' working experience in the field of Public Relations or a Communication-related environment;
- Knowledge of the local media.

**Special Conditions associated with the Job**

- Tight deadlines and work outside of normal working hours including weekends and public holidays;
- Competing work priorities will require strong time management and an ability to work under pressure.

**2. Food Storage Scientist (SOG/ST 6)**

**Job Purpose**

Under the direct supervision of the Senior Food Storage Scientist (SOG/ST 7), the Food Storage Scientist (SOG/ST 6) performs routine laboratory sample evaluations, develops and maintains a Viable Insect Culture Programme for bioassays and research, provides the FSPID's Training and Information Unit (TIU) and Inspectorate and Disinfestation Unit (IDU) with live samples of stored product pests and other insects as necessary and undertakes related research and field activities.

**Key Responsibilities**

**Management/Administrative:**

- Prepares and reviews Entomology Unit Manual;
- Prepares sample reports;
- Assists in preparing Strategic Business, Operational Plan and Budget as directed by Senior Food Storage Scientist;
- Prepares individual Monthly Productivity Reports;
- Participates in seminars and workshops

**Technical/Professional:**

- Performs analytical tests on food and feed samples (including the detection of insect fragments and other extraneous matter such as rodent filth, insect count and identification, moisture content determination, germination tests and small-scale fumigation);
- Carries out bioassays to investigate the efficacy of insecticides both in the laboratory and in field conditions, then giving the results to the IDU or relevant person or Organization;
- Carries out procedures to monitor the development of resistance by stored product insects to insecticides being used by the IDU;
- Evaluates control measures being used and updates these when necessary;
- Assists in the evaluation of pesticides to determine their effectiveness under local conditions;
- Determines the presence of new species of stored product insects by carrying out identification procedures and then assists in their control or eradication;
- Monitors the presence of insect pests by visiting ports, storerooms, silos, etc. to ensure that these are not established;
- Liaises with the IDU to keep informed of the problems that the Unit is experiencing in order to assist in solving them;
- Carries out experiments of relative humidity in order to determine the safe level of moisture content to which grains should be dried and stored;
- Calibrates portable moisture meters;
- Assists with the upgrading of storage practices through research into new techniques and newly designed equipment;
- Liaises with consultants and provides information;
- Assists with the preparation of project profiles, implements projects and liaises with funding organizations carrying out their own Pest Control Programmes;
- Receives and Registers samples in absence of the Assistant Food Storage Scientist;
- Provides assistance with in-house training of technical staff as requested by the TIU;
- Provides information to stakeholders e.g. at exhibitions, through consultations;
- Identifies equipment and materials and makes recommendation for purchasing and procures quotations for such;
- Maintains the Unit's insect culture;
- Assists with achieving/maintaining ISO/IEC 17025 accreditation for laboratory analyses
- Performs any other related duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Good customer and quality focus skills
- Excellent teamwork and co-operation skills
- Sound official conduct
- Sound judgement and integrity
- Excellent compliance to organizational policies
- Sound problem-solving and analytical skills
- Good planning and organizing skills
- Good initiative
- Compliant
- Methodical

**Technical:**

- Sound knowledge of insect pests of food and food areas
- Capable of understanding the inter-relations between storage conditions, moisture levels and insect infestation and how these relate to storage and dried food commodities
- Ability to utilize keys for identification
- Ability to perform statistical analysis
- Knowledge of the ISO/IEC 17025 International Standard
- Knowledge of Codex standards
- Sound knowledge of the FSPI Act and Regulations
- Proficient in the use of relevant computer applications
- Good knowledge of research methods
- Knowledge of the Government/Ministry's operations, policies and procedures

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Biological Science, specializing in entomology, integrated pest management or related field;
- Two-three (2-3) years working experience.

### **Special Conditions associated with the Job**

- Island wide and, where necessary, overseas travel;
- Undertake field work, etc.;
- Required at times to work with chemicals and wear personal protective equipment;
- May experience noise nuisance;
- May be required to work long hours and on weekends and public holidays.

### **3. Administrative Assistant (GMG/AM 4)**

#### **Job Purpose**

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant:

- Provides administrative support, paralegal and secretarial services that enhance the Senior Assistant Attorney General's Office and the operations of the Legal Service Unit (LSU) in general;
- Co-ordinates the activities of the Office, organizes meetings and manages/monitors the Senior Assistant Attorney General's calendar, drafts reports and other documentation;
- Serves as liaison between the LSU and the AGC-HQ;
- Undertakes research on routine legal matters and drafts Briefs;
- Ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry, its Departments and Agencies

#### **Key Responsibilities**

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes Action Sheets, Notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, leave schedules and Training Needs Analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these Submissions;
- Ensures Cabinet Decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Coordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;

- Ensures confidential files and Records Management Systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

***Paralegal:***

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors Law Volumes to ensure that Law Library is up-to-date and Volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. Attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established Records Management principles to ensure expeditious retrieval of files.

**Required Knowledge, Skills and Competencies**

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in Budget Cash Flow preparation
- Knowledge of Office Management and Administrative procedures and practices
- Knowledge of the principles and practices of Public Administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including Commercial Law, Public Law and Civil Proceedings
- Good Knowledge of drafting legal documents
- Working knowledge of GOJ operations and Public Sector issues

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum of one (1) year's related work experience; **or**
- Diploma in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum three (3) years' related work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15<sup>th</sup> November, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.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 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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