



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 493
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11th 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 Agriculture and Fisheries**:

1. **Extension Specialist (SOG/ST 5) – Crop and Plant Protection Unit, Research and Development Division (Bodles, Old Harbour, St. Catherine) – (Vacant)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
2. **Extension Specialist (SOG/ST 5) – Livestock Unit, Research and Development Division (Bodles, Old Harbour, St. Catherine) – (Vacant)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
3. **Senior Payroll Officer (FMG/AT 3) – Finance and Accounts Division – (Not Vacant)**, salary range \$1,191,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
4. **Payroll Officer (FMG/AT 2) – Finance and Accounts Division – (Not Vacant)**, salary range \$953,768 - \$1,133,731 per annum and any allowance(s) attached to the post.

1. **Extension Specialist (SOG/ST 5) – Crop and Plant Protection Unit**

Job Purpose

Under the direct supervision of the Operations Manager (SOG/ST 6), the Extension Specialist (SOG/ST 5) is responsible for managing the day-to-day farm operations aimed at facilitating viable research and commercial farming in accordance with the Operational Plans for the Crop and Plant Protection Units at the Bodles Research Station.

Key Responsibilities

- Prepares reports;
- Prepares work programmes;
- Prepares reports for projects undertaken;
- Plans and executes projects;
- Plans, organizes and implements field trials to improve the growth and quality of crops;
- Liaises with external research organizations in designing and implementing collaborative projects;
- Disseminates research findings and best agricultural practices to extension staff and farmers;
- Carries out in depth Literature Review for new technology and improved methods for transfer to farmers.

Technical/Professional:

- Implements research activities;
- Develops production practices and methods for different ecological zones;
- Presents research findings;
- Participates in Training and Field Days on-and-off Station;
- Assists in planning the Unit's weekly work programmes;
- Writes reports.

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;
- Develops and implements, in collaboration with the Human Resource Division, 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:

- Acts as rapporteur at meetings and conferences as directed;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of Agronomy
- Sound knowledge of plant and soil methodologies
- Sound knowledge of research procedures
- Project management/proposal writing skills
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Agricultural Science or Plant Science from CASE, UWI or similar institution;
- Three (3) years' experience in Agronomy, Plant Production, Plant Physiology and Protection or related field

Special Condition Associated with the Job

- Exposure to hazardous chemicals.

2. Extension Specialist (SOG/ST 5) – Livestock Unit

Job Purpose

Under the direct supervision of the Operations Manager (SOG/ST 6), the Extension Specialist (SOG/ST 5) is responsible for managing the day-to-day farm operations aimed at facilitating viable research and commercial farming in accordance with the operational plans for the Livestock and Development Units at the Bodles Research Station.

Key Responsibilities

- Prepares reports;
- Prepares work programmes;
- Prepares reports for projects undertaken;
- Plans and executes projects;
- Plans, organizes and implements field trials to improve the growth and quality of livestock;

- Liaises with external research organizations in designing and implementing collaborative projects;
- Disseminates research findings and best agricultural practices to Extension Staff and farmers;
- Carries out in depth Literature Review for new technology and improved methods for transfer to farmers.

Technical/Professional:

- Implements research activities;
- Develops production practices and methods for different ecological zones;
- Presents research findings;
- Participates in Training and Field Days on-and-off Station;
- Assists in planning the Unit's weekly work programmes;
- Writes reports.

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;
- Develops and implements, in collaboration with the Human Resource Division, 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:

- Acts as rapporteur at meetings and conferences as directed;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of Animal Science
- Sound knowledge of livestock husbandry practices
- Sound knowledge of research procedures
- Project management/proposal writing skills
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Agricultural Science or Animal Science from CASE or similar institution;
- Three (3) years' experience in Livestock or Animal Science or related field.

Special Condition Associated with the Job

- Exposure to hazardous chemicals.

3. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Manager, Payroll (FMG/PA 2), the Senior Payroll Officer (FMG/AT 3) is responsible for the control and payment of salaries and wages and ensuring that there is conformity in accordance with the Financial Administration and Audit (FAA) Act.

Key Responsibilities

- Maintains earning record and other related salaries particulars;
- Checks and computes salaries;
- Maintains and balances salary control and ensures that payroll balances with control or an activity-by-activity basis;
- Maintains records of salary particulars on each member of staff and ensures that valid information are recorded;
- Ensures that advances and overpayment of salaries are prompt;
- Performs any other related duties that is assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in teams
- Good interpersonal skills
- Ability to work on own initiative
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Good analytical skills

Technical:

- Good knowledge of the FAA Act, other associated legislation, circulars, directives and bulletins
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's policies, practices and procedures
- Proficiency in the relevant computerized payroll software and other software
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook)
- Knowledge of Internal Controls
- Knowledge of payroll processing and administration

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

4. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager, Payroll (FMG/PA 2), the Payroll Officer (FMG/AT 2) is responsible for the maintenance of the Salaries Cash Book and the preparation of the Bank Reconciliation for the Salaries Account.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of the Payroll, ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System;
- Assists with the preparation of Personnel Emolument Schedule of the Annual Budget by supplying the relevant information;
- Prepares payment vouchers;
- Prepares Leave and Last Pay Certificate;
- Maintains and balances Salary Control;
- Maintains record of salary particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Salaries and the Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical:

- Knowledge of the FAA Act, other associated legislation, circulars, directives and bulletins
- Good knowledge of GOJ's and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant Payroll software and other applicable computerized accounting systems
- Knowledge of Accounts Payables and GOJ's Payment process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA – CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second (2nd) year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- Associate of Science Degree in Business Studies/Business Administration/Management Studies; **or**
- Associate of Science Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Thursday, 24th 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

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