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8th 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 be assigned to the following posts in the **Research and Development Division (Bodles, Old Harbour), Ministry of Agriculture and Fisheries:**

1. **Research Assistant (Greenhouse) (SOG/ST 3) – (Not Vacant)**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.
2. **Plant Research Assistant (SOG/ST 3) – (Not Vacant)**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

1. **Research Assistant (Greenhouse) (SOG/ST 4)**

Job Purpose

Under the direction of the Post Entry Quarantine Officer (Seed Pathology) (SOG/ST 5), the Research Assistant (Green House) (SOG/ST 3) will assist with the execution, management and monitoring of research under Laboratory, Greenhouse and field conditions, as well as pest identification, diagnostic and advisory services.

Key Responsibilities

- Assists with the implementation of field and laboratory trials by preparation of the necessary equipment and materials;
- Monitors, processes and records experimental data;
- Ensures that all procedures and treatments are executed;
- Assists with the processing and preliminary diagnosis of pest problems and where possible, gives suggestions for their management;
- Prepares/Preserves cultures or rears specimens for identification and research;
- Assists in the preparation of reagents (chemicals) and other materials, and equipment required for laboratory and field experiments;
- Assists with preparing and maintaining detailed inventories for controlling and monitoring the use of equipment, supplies and materials; gives timely notice of needs for replacement to Supervisor;
- Assists with transfer of technology to extension officers, farmers, open day and field days;
- Accompanies supervisors on farm visits and other holdings in relation to pest problems;
- Assists in the sourcing acquisition of materials, equipment and supplies for the assigned Post Entry Quarantine Unit;
- Helps in compiling and maintaining all relevant experimental, pest identification, diagnostic advisory and regulatory records where necessary;
- Attends workshops, seminars and training sessions;
- Performs any other related functions from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Initiative
- Ability to work in a team
- Good planning and organizing skills
- Customer and Quality Focus

Technical:

- Excellent knowledge of Laboratory techniques
- Methodical
- Good working knowledge of computer software (Word, Excel, etc.)
- Knowledge of quarantine procedures and standards
- Knowledge of associated disciplines within and beyond the Plant Quarantine mandate

Minimum Required Qualification and Experience

- Associate Degree in Agriculture from CASE or other reputable institution.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and other harmful Laboratory reagents;
- Exposure to dust, bacterial and fungal spores;
- Possible exposure to long hours in the field and also rain soak;
- Occasional long working hours.

2. Plant Research Assistant (SOG/ST 3)

Under the supervision of the Senior Plant Protection Officer (SOG/ST 6), the Plant Research Assistant (SOG/ST 3) is to assist with the execution, management and monitoring of research under Laboratory, greenhouse and field conditions, as well as pest identification, diagnostic and advisory services.

Key Responsibilities**Technical/Professional:**

- Assists with the implementation of field Laboratory trials by preparation of the necessary equipment and materials, monitoring, processing and recording of the experimental data;
- Ensures that all procedures and treatments are executed as required according to specifics of experimental designs;
- Assists with the processing and preliminary diagnosis of pest problems and where possible give suggestions for their management;
- Prepares preservers, cultures or rears specimens for identification and research;
- Assists in the preparation of reagents (chemicals) and other materials, and equipment required for laboratory and field experiments;
- Assists with the routine maintenance and servicing of tools and equipment used for routine work;
- Assists with preparation and maintaining detailed inventories for controlling and monitoring the use of equipment, supplies and materials; giving timely notice of needs for replacement to Supervisor;
- Assists with transfer of technology to Extension Officers, farmers, open day, field days;
- Accompanies supervisors on farm visits and other holdings in relation to pest problems;
- Assists in the sourcing acquisition of materials, equipment and supplies for the assigned Plant Protection Unit;
- Helps in compiling and maintaining all relevant experimental, pest identification, Diagnostic Advisory and Regulatory Records where necessary;
- Attends workshops, seminars and training sessions.

Human Resource:

- Supervises Field Assistants employed or assigned to assist with research and regulatory work;
- Performs a wide range of sundry tasks and activities assigned by or through Supervisor.

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

- Good interpersonal skills
- Good oral and written communication skills
- Good problem-solving and conflict management skills
- Ability to use initiative
- Ability to work in a team

Technical:

- Excellent knowledge of Laboratory techniques
- Thorough knowledge of Plant Protection
- Knowledge of associated disciplines within and beyond 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

- Associate Degree in Agriculture from CASE or other reputable institution.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to dust, bacterial and fungal spores;
- Exposure to long hours of solar radiation in the field and also rain soak;
- Risk associated with long distance road travel, often off-track, in unfamiliar and high risks areas;
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Monday, 21st 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.



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