



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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 fill the following **vacant** posts in the **Ministry of Agriculture and Fisheries**:

1. **Senior Building and Property Maintenance Officer (SOG/ST 6) – Facilities and Property Management Branch**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
2. **Research Assistant (SOG/ST 4) – Research and Development Division, Bodles, Old Harbour**, salary range \$1,103,582 - \$1,311,812 per annum and any allowance(s) attached to the post.
3. **Plant Research Assistant (SOG/ST 3) – Research and Development Division, Bodles, Old Harbour**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

1. **Senior Building and Property Maintenance Officer (SOG/ST 6)**

Job Purpose

Under the direct supervision of the Civil Work Engineer (SOG/ST 8), the Senior Building and Property Maintenance Officer (SOG/ST 6) is responsible for identifying, scheduling and monitoring the maintenance of all the Ministry's buildings and properties island-wide. The incumbent is also responsible for monitoring the construction and refurbishing of all the Ministry's buildings island-wide.

Key Responsibilities

Management/Administrative:

- Contributes to the development of Work Plans for constructing, maintaining and refurbishing of buildings and equipment island-wide;
- Liaises with Heads of Division/Unit, Parish Managers (RADA), Heads of Agencies affiliated with the Ministry to ascertain, prioritize and make recommendations for the maintenance programmes and for the supply of material;
- Prepares monthly reports on all work in progress.

Technical:

- Prepares contracts for all Ministry buildings, properties and drains island-wide;
- Prepares and establishes standard specifications and rates for Contractors;
- Prepares invitation of Tender documents and makes recommendations to the Head of the Contracts Committee;
- Prepares specifications and drawings of all buildings constructed, refurbished or maintained;
- Prepares Bills of Quantities and Tender documents inviting contractors to tender;
- Identifies, interviews and selects contractors, sub-contractors and tradesmen to undertake work to be carried out on a contractual basis;
- Maintains and verifies records in relation to the execution of contracts;
- Monitors the construction, repairing/refurbishing of all buildings;
- Provides technical guidance to contractors for work completed;
- Liaises with the Ministry of Economic Growth and Job Creation to establish and ascertain list of approved contractors and schedules of rates;
- Checks and certifies all bills and contracts for payment;
- Manages the preparation of the relevant payment voucher.

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;
- 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;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- Performs any other related duties assigned from time to time.

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

- Good oral and written communication skills
- Strong leadership skills
- Strong customer and quality focus skills
- Good problem-solving and conflict-management skills
- Good interpersonal skills
- Compliance
- Integrity
- Ability to work in a team
- Excellent time management skills

Technical:

- Sound knowledge in the field of plumbing, electrical repairs and building construction
- Sound knowledge of the operations of Government and knowledge of the Organization's policies and procedures
- Sound knowledge of the Building Regulations
- Sound knowledge of safety regulations and programmes
- Proficient in the relevant software applications
- Good Report Writing skills

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Construction Engineering and Management (UTECH);
- Two (2) years' related work experience;
- Holder of a valid General Drivers' Licence.

Special Conditions associated with the Job

- Island-wide travelling;
- Exposure to dust, excess water and chemicals;
- May work in hostile environment.

2. Research Assistant (SOG/ST 4)**Job Purpose**

Under the supervision of the Senior Plant Protection Officer (SOG/ST 6), the Research Assistant (SOG/ST 4), is responsible for conducting research and diagnostic work under laboratory and field conditions.

Key Responsibilities

- Records all Apiary Registration information;
- Records date on samples (honey, brood, and bees) collected;
- Records results of samples analyzed in the Laboratory;
- Prepares reagents (chemicals) and other materials and equipment required for Laboratory work;
- Prepares, preserves, cultures or rears specimens for identification and diagnostic work;
- Assists in laying out, demarcating, labelling and organizing experimental designs (plots);
- Assists officers in preparing, organizing and implementing Training Seminars, Field Days, and Agricultural Shows;
- Assists officers in the implementation of research projects;
- Assists officers in conducting field inspection of Apiaries as directed;
- Assists in the insemination of honeybees;
- Mobilizes where necessary, the material and physical resources required for the timely and effective execution of projects;
- Updates Extension Visitation Records;
- Compiles Case Reports on request;
- Disseminates beekeeping information to visiting students, teachers and interested organizations and individuals;
- Maintains research apiaries;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good written and oral communication skills
- Good customer relations, interpersonal and people management skills
- Good problem-solving and conflict management skills
- Good time management skills

Technical:

- Good knowledge of Laboratory procedures
- Good knowledge of Beekeeping
- 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 of Science Degree in Agriculture from an accredited tertiary institution;
- Six (6) months on-the-job experience.

Special Conditions Associated with the Job

- Exposure to hazardous and harmful Laboratory reagents;
- Exposure to smoke and ultra-violet light;
- Daily exposure to bee stings and aggressive honeybees;
- Will occasionally work in volatile communities;
- Working environment is usually very hot and humid.

3. 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 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 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
- Good customer and quality focus skills

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