



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 22 **OSC Ref. C.4858⁴⁴**

13th January, 2023

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 **vacant** the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Chief Livestock Research Officer (SOG/ST 7) – Research and Development Division, (Montpelier Research Station - Montego Bay)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Commitment Control Officer (FMG/AT 3) – Finance and Accounts Division - Hope Gardens)**, salary range \$1,753,837 - \$2,358,715 per annum.
3. **Senior Secretary (OPS/SS 3) – Finance and Accounts Division - Hope Gardens)**, salary range \$1,370,094 - \$1,842,625 per annum.

1. Chief Livestock Research Officer (SOG/ST 7)

Job Purpose

Under the direction of the Senior Research Director (SOG/ST 8), the Chief Livestock Research Officer (SOG/ST 7) is responsible for the transfer of the technological outcomes of Livestock Research to livestock practitioners aimed at the conservation, development and utilization of local/introduced animal genetic resources, and the utilization of forage species for the enhancement and sustainability of the production of milk and meat.

Key Responsibilities

Management/Administrative:

- Collaborates with organizations involved in research and development in livestock to identify priority research projects;
- Collaborates with the Extension Agency in developing and implementing strategies for the dissemination of research findings to farmer clients;
- Co-ordinates the daily operations of the Livestock Unit;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of Unit's research and development programmes;
- Prepares the Budget of the Unit for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates budgetary allocation for each project/programme in the Unit;
- Initiates and maintains an adequate and effective communication system between members of the Unit and Sections of the Division;
- Represents the Ministry/Division at meetings, conferences and seminars.

Technical/Professional:

- Maintains a current awareness of the work being undertaken at the frontiers of knowledge and maintains contact and collaborates with local and regional institutions;
- Ensures the preparation and publication of Monographs, Scientific Reports and articles;
- Collates the presentation of research and development projects and programmes and Animal Reports for dissemination;
- Assists the Senior Research Director in the organization of seminars and meetings in order to communicate and disseminate research findings;
- Supervises the utilization of computer hardware and software suitable for the storing, collating, analyzing records of performance;
- Reviews and updates the maintenance of the accepted systems of herd records;
- Participates in Livestock Appraisals/Administration of the Breeders Societies, advising the national sire service schemes;
- Evaluates the application of models of biotechnology;
- Acts as liaison in the implementation of collaborative projects with other Agencies.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend corrective action where necessary;
- Participates in the recruitment of staff for the Division/Unit;
- Provides leadership and guidance to direct reports;
- Ensures the welfare and developmental needs of staff in the Unit are addressed;
- Establishes and maintains a system that fosters a culture of teamwork;
- Assesses and evaluates staff performance;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Strong leadership skill
- Good interpersonal and people management skills
- Strong customer relations skills

Technical:

- Excellent knowledge of farm animals and livestock production and management
- Excellent knowledge of livestock research methodologies
- Knowledge of the operations of Government/Ministry's policies and procedures
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- MSc. Degree in Animal Nutrition, Animal Husbandry or related field with at least two (2) years' experience.

OR

- BSc. Degree in Livestock Production or related field with at least eight (8) years' experience in the field.

Special Conditions Associated with the Job

- Physical interaction with large animals;
- Exposure to animals body fluids, liquid and solid excretions;
- Exposure to disease conditions;
- Prolonged exposure to the vagaries of the environment.

2. Commitment Control Officer (FMG/AT 3)**Job Purpose**

Under the direct supervision of the Senior Commitment Control Officer (FMG/PA 1) the Commitment Control Officer (FMG/AT 3), is responsible for the providing assistance to the Senior Commitment Control Officer, in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent and Capital Heads of Expenditure.

Key Responsibilities***Management/Administrative:***

- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories:-
 - Inescapable
 - Priority
 - Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts through the Senior Commitment Control Officer – of slow-moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

Technical/Professional:

- Receives duly signed commitment requisition from Programme Managers;
- Examines commitment requisitions submitted by Programme Managers to see whether funds are available and to block funds where appropriate for such commitment;
- Posts commitment requisition vouchers on the Government Financial Management System (GFMS);
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Recommends virement of funds where necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly reports to the Director of Management Accounts on the position of commitments on-hold;
- Commits and logs incoming bills ;
- Prepare monthly Outstanding Bills Report and submits to the Senior Commitment Control Officer;
- Performs any other related duties that may be assigned by the relevant authority.

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

- Good oral and written communication skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Good analytical skills
- Good judgment skills

Technical:

- Excellent knowledge of Government Accounting guidelines
- Good knowledge of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the use of relevant accounting computer application

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.

3. Senior Secretary (OPS/SS 3)

Under the direct supervision of the Director, Management Accounts (FMG/PA 4), the Senior Secretary 3 (OPS/SS 3) is responsible for professional secretarial services to support the operations of the Unit.

Key Responsibilities**Technical/Professional:**

- Reproduces various documents from drafts prepared by the Director using a personal computer;
- Maintains Filing System and ensures that files are readily available upon request by Director;
- Prepares, records, and dispatches outgoing mails;
- Ensures that incoming mail is sorted, recorded, and dispatched to relevant officers;

- Receives and makes telephone calls, incoming calls directed to relevant officers, or messages taken and delivered;
- Receives/host visitors and directs them to officers;
- Makes photocopies and faxed documents as requested by Director;
- Copies/scans circulars and sorts budgets documents into Units for general distribution;
- Prepares and updates Minute Sheets for all transaction files;
- Maintains e-mail accounts for the Division by monitoring, collecting, and delivering messages;
- Monitors Budgets submitted electronically; prints/brings to the attention of the Director, Management Accounts for appropriate action to be taken;
- Types individual and Unit Work Plans from drafts;
- Records and generates Minutes of meeting;
- Schedules and arranges meetings;
- Assists in preparing standard Weekly/Monthly/Quarterly Reports for submission to Principal Finance Officer and the Ministry of Finance and the Public Service;
- Performs any other related duties that may be assigned from time to time by Director, Management Accounts Unit or Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations and quality focus skills
- Good teamwork and cooperation skills
- Good Time Management skills
- Good problem-solving and conflict-management skills
- Good planning and organizing skills

Technical:

- Proficiency in typewriting at a speed of 50-55 w.p.m.
- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Thursday, 26th January, 2023 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 'M. I. Tam', with a long, sweeping horizontal line extending to the right.

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