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CIRCULAR No. 2
OSC Ref. C.4858⁴⁴

6th 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/be assigned to the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Deputy Research Director (SOG/ST 9) (Vacant) – Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$6,028,127- \$8,107,161 per annum and any allowance(s) attached to the post.
2. **Records Analyst (PIDG/RIM 3) (Vacant) – Documentation, Information and Access Services Unit**, salary range \$1,753,837 - \$2,358,715 per annum and any allowance(s) attached to the post.
3. **Laboratory Technician (SOG/ST 2) (Not Vacant) – Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$1,370,094 - \$1,842,625 per annum and any allowance(s) attached to the post.
4. **Records/Data Input Officer (PIDG/RIM 2) (Vacant) – Plant/Produce Inspection Branch – Export Complex (Kingston)**, salary range \$1,370,094 - \$1,842,625 per annum and any allowance(s) attached to the post.
5. **Forklift Operator/Fumigator Assistant (LMO/TS 4) (Vacant) – Plant/Produce Inspection Branch – Export Complex (Kingston)**, salary range \$26,348 - \$35,435 per week.

1. **Deputy Research Director (SOG/ST 9)**

Job Purpose

Under the direction of the Principal Research Director (SOG/ST 10), the Deputy Research Director (SOG/ST 9), is responsible for co-ordinating and managing the planning and implementation of the specialized research and development programmes of the Livestock Research and Improvement Division of the Ministry, towards the provision of solutions to local and regional issues which challenge the Livestock Industry and transferring such technologies for the conservation and maintenance of animal genetic diversity and the provision of food security from livestock.

Key Responsibilities

Management/Administrative:

- Co-ordinates and oversees the direction, planning and implementation of the Nation Research and Development Programmes and specialized programmes of the Livestock Research and Improvement Division;
- Collaborates with organizations involved in research and development in livestock in identifying and determining priority research projects consistent with the overall policy and programmes;
- Collaborates with the Crop and Plant Protection Deputy Director in order to identify common operating problems and areas of duplication of effort in carrying out the various functions, and devising strategies;
- 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 Division;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of Division's Research and Development Programmes;
- Requests and ensures the availability of adequate physical and other facilities necessary for the efficient and effective conduct of the Research and Animal Production Programmes;

- Prepares the Budget of the Section for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates/controls budgetary allocation for each project/programme and recommends vehement of allocated funds to projects of higher priority;
- Initiates and maintains an adequate and effective communication system between members of all Branches, Units and Sections of the Divisions.

Technical/Professional:

- Maintains a current awareness of the work being done at the frontiers of knowledge and maintains contact and collaborates with local agencies and leading regional and international institutions;
- Ensures the preparation and publication of Monographs, Scientific Reports and Articles, collates the timely presentation of research and development projects and programmes and Animal Reports for dissemination;
- Represents the Ministry at International Scientific and Professional Meetings and undertakes missions as required in relation to the above duties;
- Assists the Principal Director in the Organization of seminars, meetings in order to communicate and disseminate research findings;
- Establishes criteria, guidelines and methodologies for conducting studies in the areas of husbandry, large and small stock breeding and nutrition and biotechnological interventions in ruminant and non-ruminant animals;
- Co-ordinates animal breeding activities at the centre of the genetic improvement of Livestock Research and Development Division by developing and directing a national animal breeding policy for the conservation and improvement of the gene pool of native animals;
- Co-ordinates and supervises the utilization of computer hardware and software suitable for the storage, collates, analyses records of performance and progeny test data for animal genetic evaluation and other statistical analysis and interpreting and using performance results in designing breeding strategies and selection methods;
- Reviews and updates the maintenance of the accepted systems of herd records for the identification of animals, maintenance of progeny and performance records, births, deaths, transfers and disposal records;
- Participates in livestock appraisals/administration of the Breeders Societies, advising the national sire service schemes;
- Evaluates the application of models of biotechnology for the rapid increase in the production of seed stock and improved performance;
- Guides researchers through alternative research strategies where present methods are not applicable/advisable;
- Acts in liaison to international Organizations that are directly concerned or related to animal genetic resources;
- Acts as liaison in the implementation of collaborative projects with other Agencies;
- Participates in training days and seminars.

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 attaining 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;
- Collaborates with the Human Resource Division, develops and implements 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;
- 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 and management skills

- Good interpersonal and people management skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Technical:

- Excellent knowledge of farm animals and livestock production methods
- Excellent knowledge of livestock research methodologies
- Good knowledge of Animal Nutrition and Husbandry
- Good knowledge of Animal Breeding and Genetics
- Good Project Management Skills
- Knowledge of Biotechnology
- Knowledge of Budget preparation

Minimum Required Qualification and Experience

- Post Graduate Degree in specialized livestock area;
- Eight (8) years related experience in Livestock Research and Management with professional achievement recognized by a University.

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. Laboratory Technician (SOG/ST 2)

Job Purpose

Under the supervision of the Chief Post Entry Officer (SOG/ST 7), the Laboratory Technician (SOG/ST 2) is responsible for ensuring that support is provided for research, pest identification, diagnostic and regulatory work.

Key Responsibilities

Technical/Professional:

- Prepares laboratory reagents and culture media for diagnostic work;
- Collects, registers and prepares specimen and samples brought to the laboratory for identification of pests and diagnosis by the Plant Protection and Regulatory Officers;
- Maintains all laboratory records up to date and relevant;
- Operates and maintains laboratory equipment which assists in the analysis of samples;
- Notifies CPEO of any repairs and/or servicing of equipment within timely manner;
- Ensures that reference collection adequately maintained;
- Assists in the processing of samples submitted to the Unit adhering to set standards;
- Assists with orientation/training of students from Tertiary Institutions on Work/Study Programmes.

Other:

- Visits farms and other holdings to assist Plant Protection Officers with field work;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good customer and quality focus skills
- Good problem-solving skills
- Able to work in a team

Technical:

- Sound knowledge of laboratory techniques and standards
- Sound knowledge of material resources
- Ability to perform basic maintenance and servicing of laboratory equipment
- Very observant and alert
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Laboratory Technician Certificate or equivalent qualification.
- OR**
- Four (4) CXC or GCE O' Levels including passes in English Language, Mathematics, Chemistry and one (1) other subject or its equivalent;
- One (1) year experience working in a Laboratory.

Special Condition Associated with the Job

- Exposure to hazardous chemicals;
- Exposure to ultraviolet radiation;
- Exposure to dust, bacteria and fungal spores;
- Occasional long working hours.

3. Records/Data Input Officer (PIDG/RIM 2)

Under the supervision of the Pest Risk Analysis Manager (SOG/ST 7), the Records/Data Input Officer (PIDG/RIM 2) is responsible for managing the Records Management Functions of the Branch and organizing electronic copies of pest risk assessments.

Key Responsibilities

- Sorts and records outgoing and incoming mail and determines the cost of postage and delivery method;
- Sorts, classifies, indexes, and files correspondence, completed Pest Risk Assessments and other related Pest Risk Assessments matters on the appropriate file;
- Creates new files;
- Compiles List of all Pest Risk Assessments;
- Inspects files to ensure they are up to date;
- Processes incoming requests, conducts research, and provides information;
- Records requests for Bring-Ups (BU's) in the appropriate Register, charges files out and sends it to the relevant officer;
- Records pest risk analysis files;
- Assists with the Annual Ministry wide inventory of records;
- Assists in making photocopies of documents;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Binds documents;
- Organizes electronic copies of completed Pest Risk Assessments;
- Updates and maintains the Electronic File Tracking System;
- Updates status of completed and pending pest risk analysis on spreadsheet;
- Disseminates information to the public;
- Performs front desk Customer Service functions for MOAF E-trade System;
- Assists new customers in the registration process and guides them on the use of the E-Trade System;
- Prepares amendment of Import Permit;
- Assists with the acquisition and submission of quotes and makes reservations for Meetings, Workshops and Seminars;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus
- Good problem-solving and conflict-management skills

- Strong teamwork and cooperation skills

Technical:

- Strong knowledge of Office Procedures
- Strong knowledge of the operations of Government/ Ministry's policies and procedures
- Strong knowledge of Records Management
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Special Condition Associated with the Job

- Working environment involves possible exposure to dust.

4. Forklift Operator/Fumigator Assistant (LMO/TS 4)

Job Purpose

Under the direct supervision of the Fumigator (SOG/ST 6), the Forklift Operator/Fumigator Assistant (LMO/TS 4) is responsible for operating the Forklift and assisting in the fumigation process. The incumbent is also required to carry out basic maintenance of the Warehouse and grounds of the Export Complex.

Key Responsibilities

Technical/Professional:

- Assists the Fumigator in the fumigation process;
- Loads the fumigation chamber or fumigation area with produce to be fumigated;
- Ensures that produce is securely stacked for fumigation;
- Ensures that all necessary materials, equipment and tools are in place for all fumigations;
- Conducts safety checks for gas leakages using the Halide Detector Lamp;
- Ensures that all safety procedures are observed for all the operations at the Export Complex;
- Assists with the basic maintenance and servicing of the hand trucks and forklifts;
- Assists where necessary with the offloading and loading of exporters' produce;
- Assists with the collection and destruction of contraband;
- Assists inspectors where necessary in the inspection process;
- Operates the forklift for the movement of produce;
- Loads and unloads produce in the warehouse and storage areas as directed;
- Assists with the general cleaning of the warehouse and grounds of the Export Complex.
- Performs other related functions assigned from time to time by the Fumigator and the Export Complex Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent work attitude
- Good interpersonal skills
- Good customer relations and quality focus skills
- Good teamwork and cooperation skills
- High level of integrity, professionalism, and good workmanship

Technical:

- Good understanding of the fumigation process
- Good driving skills
- Excellent knowledge of the operation and use of the forklift
- Basic understanding of equipment and building maintenance
- Knowledge of the Government/Ministry's/Division policies and procedures

Minimum Required Qualification and Experience

- Successful completion of Secondary level education;
- Training in fumigation procedures or a minimum of three (3) years' experience in the related field;
- Valid General Driver's License;
- Experience in the operation of a forklift.

Special Condition Associated with the Job

- Exposure to methyl Bromide used in the fumigation process;
- Required to work on weekends and public holidays.

5. Records Analyst (PIDG/RIM 3)

Under the direct supervision of the Records Manager (PIDG/RIM 5), the Records Analyst (PIDG/RIM 3) is responsible for coordinating records management within the Documentation, Information and Access Unit, thus ensuring efficient storage of documents and an economical and efficient mail management system.

Key Responsibilities

Administrative:

- Assists with the evaluation of equipment and supplies to be acquired for the Unit;
- Makes recommendations to the Director for changes to policies affecting the operation of the DIAS Unit;
- Prepares monthly and quarterly reports on activities of the Unit.

Technical/Professional:

- Processes incoming request for information;
- Conducts research and provides information;
- Maintains Records Bring-Up service;
- Monitors the creation and revision of files;
- Corrects serious Classification and Records Management problems;
- Identifies semi-active and inactive files;
- Assists with the preparation of file transfer to the Government Records Centre;
- Co-ordinates the Ministry's Annual Inventory exercise;
- Assists in the implementation of the Ministry's Subject Classification Scheme and the Retention and Disposition Schedules;
- Updates Personnel and File Tracking Electronic Databases;
- Maintains an efficient and effective Records Management System;
- Maintains the Value Book;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good people management skills
- Good planning and organizing skills
- Good teamwork and co-operation skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills

Technical:

- Knowledge of the operations of Government
- Knowledge of office Procedures
- Excellent knowledge of Records Management
- Good understanding of the Access to Information Act (2002)
- Sound knowledge of relevant legislation (e.g ATI, Archives and Copyrights Acts)
- Knowledge of Computer Applications e.g Microsoft Office Suite and other relevant software

- Sound knowledge of the Staff Orders and Public Service Regulations
- Good leadership and change management skills

Minimum Required Qualification and Experience

- High School graduation with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

Special Condition Associated with the Job

- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Thursday, 19th 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.



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