



OFFICE OF THE SERVICES COMMISSIONS
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24th February, 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 **Research and Development Division, Bodles, Old Harbour, St. Catherine Ministry of Agriculture and Fisheries:**

1. **Livestock Research Assistant (SOG/ST 3) - (Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.
2. **Plant Research Assistant (SOG/ST 3) - (Not Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum

1. Livestock Research Assistant (SOG/ST 3)

Job Purpose

Under the supervision of the Senior Livestock Research Officer (SOG/ST 6), the Livestock Research Assistant (SOG/ST 3), is responsible for providing technical support towards the development of husbandry, nutritional, breeding and health care solutions for the Dairy Industry.

Key Responsibilities

Management/Administrative:

- Prepares and maintains records;
- Prepares sales invoices and delivery slips for animals sold;
- Prepares and maintains Inventory Records;
- Manages sanitation and milk quality;
- Manages, stores and monitors the distribution of protective clothing and accessories;
- Prepares and submits fortnightly pay bills;
- Manages herds;
- Collects and submits data.

Technical/Professional:

- Monitors the feeding and sanitation of neonates;
- Monitors the temperature and sanitation of milk storage;
- Monitors and supervises the cleaning and sanitation of the milking equipment;
- Assists the Senior Livestock Research Officer in the management of research projects through the recording of data;
- Examines flock on a daily basis to ensure that animals are healthy;
- Ensures that breeding patterns and objectives are maintained;
- Provides technical advice to farmers and students visiting the Research Station;
- Monitors and evaluates the growth of young animals.

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;
- 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 which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good teamwork and cooperation skills
- Good problem-solving and decision-making skills
- Good conflict management skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Diploma/Associate in Agriculture specializing in Livestock Production and Management;
- One (1) year experience.

Special Conditions Associated with the Job

- Risk of disease transfer from animals;
- Contamination from pesticides;
- Injury from animals and equipment.

2. Plant Research Assistant (SOG/ST 3)

Job Purpose

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 gives 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 other tasks assigned by or through his/her supervisor from time to time.

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 planning and organizing skills
- 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 Qualification 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 Thursday, 9th March, 2023 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: jobopportunities@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**