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16th 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 be assigned to/fill the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Plant Protection Officer (SOG/ST 5) (Not Vacant) - Research and Development Division (Bodles, Research Station, Old Harbour, St. Catherine)**, salary range \$2,735,387 - \$3,678,791 per annum.
2. **Housekeeper (LMO/TS 5) (Vacant) - Human Resource Development Unit (Eltham Training Centre, St. Ann)**, salary range \$33,728 - \$45,360 per week.
3. **Driver 1 (LMO/DR 1) (Vacant) - Montpelier Research Station, Montego Bay, St. James**, salary range \$17,749 - \$23,870 per week.
4. **Driver 1 (LMO/DR 1) (Vacant) - Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$17,749 - \$23,870 per week.
5. **Assistant Housekeeper (LMO/TS 2) (Vacant) - Human Resource Development Unit (Eltham Training Centre, St. Ann)**, salary range \$14,567.00 - \$19,591.00 per week.
6. **Farm Hand (LMO/TS 1) (Vacant) - Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$14,567.00 - \$19,591.00 per week.

1. **Plant Protection Officer (SOG/ST 5)**

Job Purpose

Under the supervision of the Senior Plant Protection Officer ((SOG/ST 6), the Plant Protection Officer (SOG/ST 5) is responsible for undertaking short, medium and long-term research work in one of the major Plant Protection disciplines. The incumbent is also responsible for providing consultancy and liaison services on Plant Protection matters as well as conduct pest identification and problem diagnosis.

Key Responsibilities

Management/Administrative:

- Prepares Annual Budgetary Estimates which contribute to the overall Plant Protection Budget;
- Oversees inventory of supplies necessary for the effective conduct of research/diagnostic work and ensure proper use and timely replacement of supplies.

Technical/Professional:

- Plans, organizes, executes and supervises projects in Plant Protection according to specialist discipline by supervising programmes in field-trial and layout, preparation, application and handling of pesticides, data collection and processing and interpretation and dissemination of results;
- Plans, organizes and executes laboratory and greenhouse research projects to evaluate the efficacy of pesticides;
- Plans, organizes the collection identification and preservation of specimens of pest species for diagnostic work and training purposes;
- Carries out in depth literature review for new technology and improved training methods and for any other reason or purpose that the Chief Plant Protection Officer or Senior Research Director, Plant Protection may request;
- Develops integrated pest management packages for major pests of economic crops;
- Assists in providing technical data to support the preparation of Pest Risk Analysis;

- Prepares project proposals detailing the scientific method(s) to be involved in the management of specific pest problems;
- Identifies pest, diagnose pest problems and make recommendations for their management;
- Produces publishable research papers, fact sheets, posters and either technical material for dissemination;
- Produces monthly, quarterly, annual and special reports;
- Transfers technology to extension officers and farmers by way of open days, field days and reporting seminars. Serves as Plant Protection Consultant and guest presenter at various training activities for both extension officers and farmers;
- Collaborates with other Agencies and institutions internally/externally of the Ministry in solving Plant Protection problems;
- Visits farms and other holdings in relation to pest problems;
- Conducts specific Plant Protection surveys;
- Dispatches unidentified or unconfirmed specimen to overseas organization for identification;
- Works closely with consultants and contract workers to facilitate the mutual exchange of technical information;
- Keeps abreast of local and international developments in Plant Protection.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend 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 Personnel and Senior Officers, 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.

Other:

- Represents the Unit at selected technical conferences and meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Good analytical thinking skills
- Good teamwork and co-operation skills
- Good interpersonal skills
- Ability to exercise good initiative
- Integrity
- Compliance
- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills

Technical:

- Sound knowledge of associated disciplines of 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

- B.Sc. in Agriculture with Plant Protection Discipline.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents;
- Exposure to ultraviolet radiation;
- Exposure to dust, bacteria and fungal spores;
- Extensive travelling;
- Occasional long working hours

2. Housekeeper (LMO/TS 5)

Job Purpose

Under the supervision of the Centre Manager (GMG/AM 3), the Housekeeper (LMO/TS 5) is responsible for supervising the culinary, janitorial and housekeeping activities of the Eltham Training Centre.

Key Responsibilities

Management/Administration:

- Registers all participants/guests using the Centre;
- Prepares Duty Rosters for the Assistant Housekeeper and the Cook;
- Assists with the cleaning of the classroom, kitchen, dining room, office, dormitories and other buildings;
- Ensures that all bathrooms are cobwebbed and curtains washed;
- Assists in the ordering and purchasing of food items and toiletries for the centre;
- Keeps stock of supplies in store room;
- Ensures that the garbage from the dormitories is properly disposed of;
- Reports damage to the dormitories, breakage of dormitory items and kitchen utensils to the Centre Manager;
- Reports shortages of kitchen utensils, dormitory items household articles and cooking gas to Centre Manager;
- Makes requests for additional relief housekeeping staff where necessary.

Technical/Professional:

- Co-ordinates and supervises all culinary and housekeeping activities;
- Plans menus;
- Prepares work schedules and Work Plans for staff;
- Organizes the dining room, prepares and serves meals;
- Launders and stores bed linen, curtains and table cloths;
- Prepares dormitories for clients;
- Inspects dormitories, classroom, office, cottage and dining room to ensure that they are always in a state of readiness;
- Cleans the dormitories, office and cottage;
- Assists with preparing the Budget for meals and toiletries and prepares shopping list;
- Prepares Food Inventory with list of food items in storage.

Human Resource:

- Supervises the performance of the Assistant Housekeeper and the Cook;
- Provides effective leadership and guidance to staff supervised;
- Identifies training and career development needs for staff and provides advice on training intervention needed to improve their competencies;
- Manages, appraises and evaluates the performance of staff;
- Provides counseling to staff;
- 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
- Strong customer and quality focus skills
- Good problem-solving and conflict management skills
- Ability to work in a team
- Ability to supervise
- Good leadership skills

- Integrity
- Ability to use own initiative
- Good time management skills
- Good planning and organizing skills

Technical:

- Skills in the Culinary Arts
- Housekeeping skills
- Storekeeping and record keeping skills
- Menu Planning
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Certificate in the Culinary Arts/Catering.
- OR**
- Certificate in Home Management;
 - One (1) year experience in Catering;
 - Food Handler's Permit.

3. Driver 1 (LMO/DR 1)

Under the supervision of the Senior Research Director, the Driver 1 undertakes the collection and delivery of mails and documents on behalf of the Station; transport staff to and from assignments and conduct routine daily/weekly maintenance of the vehicle.

Key Responsibilities

- Transports goods/materials from the station to location around town;
- Transports farm products for export from locations islandwide;
- Collects and signs for fuel, oil where necessary accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools and jack are in place and ensures that any puncture tyre on the Unit is changed before Driving Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage discovered to the Transport Manager promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles.

Other:

- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties, which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good time management skills
- Good problem solving and conflict management skills
- Good customer and quality focus skills
- Ability to use own initiative

Technical:

- Excellent defensive driving skills
- Proficient in basic mechanics
- Knowledge of basic motor vehicle maintenance
- Knowledge of the operations of Government
- Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Completion of Secondary Level Education;
- Possession of a General Driver's License;
- Approval to operate motor vehicle from the Island Traffic Authority;
- Three (3) years' experience in a similar position;
- Ability to read and write legibly.

4. Driver 1 (LMO/DR 1)

Under the supervision of the Operations Manager (SOG/ST 6), the Driver (LMO/DR 1) is responsible to ensure that the assigned vehicle is properly maintained and utilized in the delivery of mails, goods, plants, and livestock on behalf of the Division; transport staff to and from assignments and conduct routine daily/weekly maintenance of the vehicle.

Key Responsibilities

- Prepares and submits reports on all accidents;
- Transports and delivers mails to various institutions/locations;
- Transports staff, goods, materials, plants, and livestock for the Division island wide;
- Collects and signs for fuel, oil where necessary accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools, and jack are in place and ensures that any punctured tyre on the Unit is changed before driving the Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage to the Operations Manager promptly;
- Assists with mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Maintains Log Book for motor vehicle and signs off on all fuel received;
- Ensures that motor vehicle is serviced and in proper working condition;
- Ensures that motor vehicle is efficiently utilized on a daily basis.

Other:

- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good time management skills
- Good problem-solving skills
- Good customer and quality focus
- Good interpersonal relationship skills
- Teamwork and co-operation

Technical:

- Excellent Defensive driving skills
- Proficient in basic mechanics
- Knowledge of basic motor vehicle maintenance
- Knowledge of the operation of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Completion of Secondary Level Education;
- Possession of a General Driver's License;
- Required approval from the Island Traffic Authority;
- Three (3) years' experience in a similar position;
- Ability to read and write legibly.

5. **Assistant Housekeeper (LMO/TS 2)**

Under the direct supervision of the Transport Manager (GMG/SEG 1), the Records Officer 2 Under the direct supervision of the Housekeeper (LMO/TS 5), the Assistant Housekeeper (LMO/TS 2) is responsible for performing the housekeeping, dining and food preparation activities duties at the Eltham Training Centre.

Key Responsibilities

- Cleans dormitories and other buildings including kitchen;
- Cleans and maintains bathrooms and ensures that adequate supplies of soap, toilet paper and hand towels are provided;
- Cleans tables, counter tops, stoves and cupboards in the kitchen;
- Sweeps the immediate surroundings of buildings;
- Assists in the preparation and serving of meals and table setting;
- Assists with the washing up of dishes, pots and utensils;
- Clears all garbage from the kitchen area and removes it to storage;
- Launder/washes and irons all table cloths and house linen;
- Performs any other related duties that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus skills
- Ability to work as a team
- Good leadership skills
- Integrity
- Good interpersonal skills
- Ability to use own initiative

Technical:

- Skills in the Culinary Arts
- Housekeeping skills
- Storekeeping and record keeping skills
- Menu planning
- Knowledge of Government's/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Pass in Grade 11 Home Economics at High School.
- OR**
- Attain Grade 11 Standard/Secondary School Level;
 - One (1) year experience in cooking for large group;
 - Food Handlers Permit.

5. **Farm Hand (LMO/TS 1)**

Under the supervision of the Field Assistant (SOG/ST 2), the Farm Hand (LMO/TS 1) is responsible for using and maintaining all two (2)-stroke equipment.

Key Responsibilities

- Establishes and maintains pastures and fodder banks;
- Maintains gardens and grounds around the offices;
- Maintains equipment;
- Transfers goods, materials and livestock to required areas;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Basic oral and written communication skills

- Strong customer relations skills
- Good problem-solving and conflict-management skills

Technical:

- Proficient in the use of two (2)-stroke equipment (chain saw, mist blower etc.);
- Knowledge of the Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Completion of Secondary Level education;
- Six (6) months related experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 2nd March, 2023 to:**

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

E-mail: 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