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14th 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 the following **vacant** posts in the **Ministry of Agriculture and Fisheries:**

1. **Senior Research Director (SOG/ST 8) –Breeding and Genetics Sections/Research Sections (Bodles, Old Harbour, St. Catherine)**, salary range $6,028,127 - $8,107,161 per annum.

2. **Chief Agronomist (SOG/ST 7) – Crop Research/Agronomy Section (Bodles, Old Harbour, St. Catherine)**, salary range $4,060,697 - $5,461,186 per annum.

3. **Biometrician (SOG/ST 7) – Biometric Section (Bodles, Old Harbour, St. Catherine)**, salary range $4,060,697 - $5,461,186 per annum.

4. **Senior Procurement Officer (GMG/AM 4) – Procurement Branch**, salary range $2,190,302 - $2,945,712 per annum.

5. **Accounting Technician 1 (FMG/AT 1) - Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range $1,370,094 - $1,842,625 per annum

1. Senior Research Director (SOG/ST 8)

Job Purpose

Under the direct supervision of the Deputy Research Director (SOG/ST 9), the Senior Research Director (SOG/ST 8), is responsible for managing all aspect of the improvement and management of dairy cattle genetics resources.

Key Responsibilities

Management/Administrative:

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Livestock Research and Improvement Planning process;
- Prepares and monitors the Dairy Cattle Breeding and Genetics Operational Plan;
- Prepares Budget to ensure the work of the Unit is completed;
- Ensures the management and husbandry of all dairy cattle animals under the stewardship of the Unit;
- Represents the Livestock Research and Improvement Unit at meetings, conferences workshops and seminars
- Provides guidance to the Deputy Research Director and other Unit Managers on matters related to animal breeding and genetics;
- Develops Schedules of Requisition and programmes of utilization to facilitate the effective supply of inputs and services for the management of animal genetic resources constituting the Jamaica Hope Nucleus Herd.

Technical/Professional:

- Conducts research relevant to dairy cattle genetics;
- Estimates the breeding value or genetic merit to determine the animal's suitability as parents;
- Estimates genetic and phenotypic parameters;
- Collates and analyses livestock information;
- Undertakes analytical studies in specific technical and policy issues affecting animal genetic resources, improvement and management;
- Ascertains relevant development in animal breeding and quantitative genetics;

- Plans and establishes Training, Extension Research and Programmes for national daily cattle Sub-Sector;
- Facilitates the dissemination and/or adoption of new and improved technology in the area of animal breeding and genetics;
- Consults with research and development principals to identify problems in the area of livestock research that are amenable to breeding and genetics solutions.

Human Resources:

- 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.

Other:

- Attends meetings on behalf of the Director;
- Performs any other related functions 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

Technical:

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

Minimum Required Qualification and Experience

- Master of Science Degree in Animal Breeding and Quantitative Genetics;
- Ability to effect basic animal evaluation using the foregoing principles within six (6) months;
- Five (5) years' experience in Animal Breeding and Genetics;
- Three (3) years' experience in a Senior Management position with a Government or similar institution; plus completion and publication of several research papers.

Special Conditions associated with the Job

- Exposure to dusty conditions;
- Exposure to hazardous chemicals and drugs and zoonotic diseases conditions.

2. Chief Agronomist (SOG/ST 7)

Job Purpose

Under the direct supervision of the Senior Research Director (SOG/ST 8), the Chief Agronomist (SOG/ST 7) is responsible for all aspects of the Ministry's Crop Research Agronomy Programmes. The incumbent also is responsible for planning, organizing and executing all programmes for testing, verifying and/or adaptation of results obtained from investigations conducted on experimental stations and/or actual farm conditions.

Key Responsibilities

Management/Administrative:

- Assists in the development and implementation of Operational Plans;
- Assists the Director, Crop Research in preparation of Annual Budgets;
- Collaborates with the Extension Agency in implementing strategies for dissemination of research findings to farmers;
- Represents the Division/Ministry at meetings, conferences and seminars;
- Ensures timely preparation and submission of reports (Monthly, Quarterly and Annually).

Technical/Professional:

- Assists in the planning of Weekly Work Programmes for Crop Research;
- Assists the Director, Crop Research in the development of programme goals;
- Participates in Training and Field Days on and off station;
- Writes Proposals, Research Papers and Facts Sheets;
- Liaises with Agricultural Agencies such as CARDI, RADA, UWI and farmers groups;
- Keeps abreast of local and international development in various aspects of agriculture.

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;
- Collaborates with the Human Resource Division, in developing a Succession Planning Programme for the Division/Unit to facilitate continuity and availability of required skills and competencies to meet the needs of the Unit;
- 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 committed to the Division's and Organization's goals;
- Performs any other related duties that may be assigned by Senior Managers from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good Human Resource Management skills
- Ability to work in teams
- Good interpersonal skills
- Good people management and human relations skills
- Good problem-solving and decision-making skills
- Good conflict management skills
- Good customer and quality focus skills

Technical:

- Knowledge of Agronomy methods
- Good knowledge of plant and soil methodologies
- Good knowledge of research procedures
- Sound knowledge of agricultural practices
- Good analytical skills
- Proficiency in the relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Master of Science in Agronomy with at least two (2) years' experience in the field.

OR

- Bachelor of Science Degree in General Agriculture with at least five-ten (5-10) years' experience in Crop Research Management.

Special Conditions Associated with the Job

- Exposure to pesticides.

3. Biometrician (SOG/ST 7)

Job Purpose

Under the direct supervision of the Principal Research Director (SOG/ST 10), the Biometrician (SOG/ST 7) is responsible for planning, designing, monitoring and implementing agricultural research experiment, analyzing and providing interpretation of experimental data. The incumbent is also responsible to ensure that experimental designs and Field Plans are properly adhered to by giving guidelines and supervising the layout of experiments in the field.

Key Responsibilities

Management/Administrative:

- Advises the Principal Research Director and Chief Technical Director on statistics and research;
- Represents the Ministry and Government of Jamaica at International Conferences, Seminars and Workshops;
- Collaborates with local and international researchers to exchange information as it relates to Agricultural Research work;
- Evaluates the capacity of the Biometry Unit to effectively provide Statistical Advisory Services;
- Provides guidance in the development of a framework to assist the implementation of Agricultural Research;
- Develops procedures for priority setting for the Biometry Unit;
- Assists the Principal Research Director to set Divisional priorities and to lead in the formulation of research policy guidelines and schedules.

Technical:

- Provides statistical service to researchers;
- Trains researchers in statistical techniques;
- Designs Data Collection and Recording Systems;
- Designs and presents Experimental Plans
- Visits, inspects and provides guidance in choice of experimental sites and experimental design layout;
- Prepares Scientific Papers for local and international publications;
- Reviews scientific papers emanating from within the Ministry and other allied Agencies for statistical soundness;
- Inspects experimental sites and advises accordingly;
- Monitors the adherence of researchers to prescribed Research Plan;
- Analyzes and interprets experimental results and prepares report for researchers;
- Designs and maintains Database of research results;
- Performs any other related duties that may be assigned by the Principal Research Director and the Chief Technical Director from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good customer and quality focus skills
- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Strong integrity
- Excellent ability to use initiative
- Excellent interpersonal skills
- Managing partners
- Managing the client interface

Technical:

- Excellent knowledge of Ministry's policies and procedures

- Proficient in applied statistical data analyses
- Proficient in the use of relevant computer applications
- Technical, business and scientific writing skills

Minimum Required Education and Experience

- MSc. in Biometry or Applied Statistics along with two (2) years applied Agricultural Research.

Special Conditions Associated with the Job

- Exposure to environmental elements;
- Rough terrain;
- Required to travel for the execution of duties;
- Visits to experimental sites.

4. Senior Procurement Officer (GMG/AM 4)

Job Purpose

Under the direct supervision of the Procurement Manager (GMG/SEG 2), the Senior Procurement Officer (GMG/AM 4) researches information on prices and procures goods, services, and works requested by the various Divisions/Units.

Key Responsibilities

Management/Administrative:

- Advises the Procurement Manager of suppliers' reliability/suitability and performance.
- Attends meetings of the Procurement and Contracts Committee in the absence of the Procurement Manager;
- Provides guidance to internal/external customers on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques are collected by the supplier once goods are received in good condition and according to the purchase order;
- Ensures that procurement practices conform with the relevant Acts;
- Establishes and maintains an Inventory Listing of equipment bought etc.

Professional/Technical:

- Sources suitable and registered suppliers from which to purchase;
- Ensures that purchases are made within the procurement guidelines given by the Ministry of Finance and the Public Service;
- Investigates suppliers' performances, capability and how competitive their prices are;
- Seeks Pro-forma Invoices from reputable suppliers and follow-up until they are received;
- Issues Purchase Orders and ensures that they are zero-rated by the General Consumption Tax Officer;
- Prepares commitment and Payment Vouchers and submits for payment;
- Monitors orders to ensure payment;
- Collects items and ascertain that the quality and quantity received is in accordance with Purchase Order;
- Ensures that supplies are delivered and that items are properly accounted for;
- Maintains records of goods in storage prior to delivery to the various Departments;
- Maintains a Filing System for significant documents;
- Assists with typing letters and reports as directed by the Procurement Manager;
- Makes photocopies, collates and files documents;
- Collects receipts and clears advance payments;
- Liaises with internal and external customers;
- Checks Pro-forma Invoices for correctness before sending them to the Procurement Manager;
- Prepares and submits documents to Accounts Division for the clearing of advances;

Other:

- Attends meetings of Procurement and Contracts Committees in the absence of the Procurement Manger;

- Represents the Branch at meetings and other occasions as required;
- Performs any other related duties as directed by the Procurement Manager and Head of the Branch.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent planning and organizing skills
- Ability to work in team and co-operation skills
- Good customer and quality focus skills
- Ability to work on own initiative
- Integrity
- Good interpersonal skills

Technical:

- Knowledge of the GOJ Procurement Act and Procurement Guidelines
- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices, and Procedures
- Proficient in relevant computer software applications
- Sound knowledge in Government Procurement Procedures and Financial Regulations

Minimum Required Qualification and Experience

- Associate Degree in Supplies Management, Business Administration or related field;
- Certificate in Public Procurement: UNDP/CIPS Level 1 or INPRI Level 2;
- Two (2) years' experience in Procurement.

OR

- Diploma in Procurement and Supplies Management;
- Certificate in Public Procurement: UNDP/CIPS Level 1 or INPRI Level 2;
- Three (3) years' experience in Procurement, with at least two (2) years' experience in Administration;

Special Conditions associated with the Job

- May have to work beyond normal working hours and on weekends and holidays.

5. Accounting Technician 1 (FMG/AT 1)

Job Purpose

Under the supervision of the Professional Accountant (FMG/PA 2), the Accounting Technician (FMG/AT 1) provides accounting support by ensuring that all accounting procedures as it relates to payment of bills, travelling allowances, salaries, payroll and statutory deduction and all other accounting duties are accurately computed in accordance to the standards of the Government of Jamaica FAA Act.

Key Responsivities

Technical/Professional:

- Prepares payments of bills, traveling allowance and subsistence allowance;
- Maintains cards for traveling and subsistence allowances;
- Ensures that claims submitted are properly prepared, certified and approved for payment by Authorized officer;
- Prepares vouchers for payment of bills and cheques;
- Maintains a register for all supporting documents submitted;
- Prepares invoices for zero rate;
- Records and maintains records of utility bills and payments;
- Maintains Journal for daily, monthly and yearly transactions;
- Prepares salary, statutory and personal deduction cheques for fortnightly paid employees;
- Prepares contract levy form for contractors and ensure deductions are paid over to Tax Administration Jamaica;

- Ensures that contracts for contractors are properly prepared and authorized before preparation of vouchers;
- Maintains records of all contracts contractors;
- Checks lodgments;
- Prepares Quarterly Revenue Statements;
- Batches vouchers in order to reconcile with Cash Book balance;
- Performs any other related duties that may be assigned by the Professional Accountant (FMG/PA 1) or Principal Research Director.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Good customer and quality focus skills
- Good problem-solving skills

Technical:

- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Sound knowledge of general accounting principles
- Competence in the use of spreadsheets and computerized accounting systems

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th February, 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