



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 182**  
**OSC Ref. C. 4858<sup>45</sup>**

**25<sup>th</sup> April, 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. **Assistant Human Resource Officer 1 (Staffing) (GMG/AM 2) (Not Vacant) - Human Resource Management and Development Division**, salary range \$1,550,136 - \$2,084,761 per annum.
2. **Farm Hand (LMO/TS 1) (Vacant) – Research and Development Division (Top Mountain, St. Andrew)**, salary range \$15,481 - \$22,166 per week.

**1. Assistant Human Resource Officer 1 (Staffing) (GMG/AM 2)**

**Job Purpose**

Under the direct supervision of the Senior Human Resource Officer (Staffing) (GMG/SEG 1), the Assistant Human Resource Officer (GMG/AM 2) is responsible for assisting with the Human Resource Management activities to ensure that the Ministry is adequately provided with qualified, skilled and competent human resource in order to meet the Ministry's strategic goals and objectives.

**Key Responsibilities**

- Records and acknowledges all applications;
- Sorts and makes contact with job applicant to fill vacant position;
- Monitors the completion of application forms;
- Prepares status reports for job applicants who are interviewed;
- Issues meeting reminders to members of the panel;
- Assists with conducting background checks for successful applicants;
- Administers tests to applicants for employment in Secretarial Group and other groups;
- Prepares letters resulting from the decisions of the Human Resource Executive Management Committee for the signature of the Senior Human Resource Officer;
- Maintains employment/appointment logs to ensure officers are appointed, promoted within the stipulated timeframe;
- Request Performance Evaluation and Probationary Reports so that officers are appointed/confirmed in their positions and paid increment;
- Assists with the preparation of letters of temporary appointment, promotion and acting assignment;
- Liaises with the Human Resource Information Officer to verify vacancies and officers recommended for acting appointment;
- Responds to job applicants concerning available vacancies, reviews recruitment documents for completeness and accuracy;
- Performs any other related duties assigned by the Human Resource Officer or the Senior Human Resource Officer.

**Required Knowledge, Skills and Competencies**

**Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Integrity
- Ability to use own initiative
- Compliance
- Good customer and quality focus skills
- Teamwork and co-operation

**Technical:**

- Sound knowledge of principles and practices of human resource administration
- Knowledge of the operations of Government/ Ministry's policies and procedures
- Use of technology
- Technical skills
- Use of relevant computer software applications

**Minimum Required Qualification and Experience**

- Diploma/Certificate in Public Administration, Human Resource Management, Management Studies, Personnel Administration;
- Three (3) years' experience in Human Resource Management.

**2. Farm Hand (LMO/TS 1)****Job Purpose**

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

**Key Responsibilities**

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

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

- Good interpersonal skills
- Basic oral and written communication skills
- Strong customer relations and quality focus skills
- Good teamwork and co-operation skills
- Good problem-solving and conflict-management skills

**Technical:**

- Proficient in the use of 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 Monday, 8<sup>th</sup> May, 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](mailto: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**