



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No.161
OSC Ref. C.4858⁴⁵

12th 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 the vacant post of **Field Assistant (SOG/ST 2)** in the **Research and Development Division (Montpelier Research Station, St. James), Ministry of Agriculture and Fisheries** salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

Under the supervision of the Farm Manager (SOG/ST 5), the Field Assistant (SOG/ST 2), is responsible for assisting with the supervision and control of programmes for the establishment and maintenance of experimental plots, orchards, plant multiplication and demonstrations.

Key Responsibilities

Management/Administrative

- Prepares and submits Monthly Reports;
- Prepares and submits fortnightly Pay Bills;
- Issues items from stores;
- Provides guidance and assistance to field staff;

Technical/Professional

- Assists with the preparation of work programmes;
- Assists with the implementation of work programmes;
- Assists in the layout, staking and labelling of plots/land for experimental treatments;
- Supervises activities related to the establishment, cultivation, transplanting, disease and pest control, care, and general maintenance of cutting, seedling, plants;
- Attends meetings, seminars and workshops;
- Assists with the measuring of task and calculating payments;
- Inspects work in progress to ensure compliance with approved standards and guidelines;
- 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 people management skills
- Good teamwork and co-operation skills
- Good customer and quality Focus
- Compliance
- Good problem solving skills

Technical

- Sound knowledge of on farm practices and techniques
- Ability to read and layout experimental plots
- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government / Knowledge of the Ministry's Policies and Procedures

Minimum Required Qualification and Experience

- Level 2 Certification from the National Council of Technical and Vocational Training (NCTVET)
 - One (1) year related work experience
- OR**
- Graduate from an Agricultural Technical School
 - Two (2) years related work experience.

Special Conditions Associated with the Job

- Exposure to Agricultural Chemicals
- Extended hours outdoors
- Ability to lift 22 kg.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th April, 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**