



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 175**

**OSC Ref. C. 4858<sup>45</sup>**

**20<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 the post of **Senior Agronomist (SOG/ST 6) – (Vacant)** in the **Research Development Division, Ministry of Agriculture and Fisheries**, salary range \$4,594,306 - \$6,178,830 per annum.

### **Job Purpose**

Under the supervision of the Chief Agronomist (SOG/ST 6), the Senior Agronomist (SOG/ST 6) is responsible to undertake research in the areas of crop production and soil sciences in order to improve the growth and quality of crops and thereafter disseminate research findings.

### **Key Responsibilities**

- Prepares reports;
- Prepares work programmes;
- Prepares reports for projects undertaken;
- Plans and executes projects;
- Plans, organizes and implements field trials to improve the growth and quality of crops;
- Liaises with external research organizations in designing and implementing collaborative projects;
- Disseminates research findings and best agricultural practices to Extension Staff and farmers;
- Carries out in depth literature review for new technology and improved methods for transfer to farmers;
- Acts as Rapporteur at meetings as directed;
- Represents the Organization at meetings and conferences.

### **Human Resources:**

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals, 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;
- 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; in collaboration with the Human Resource 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;
- Performs any other related functions assigned from time to time.

### **Required Knowledge, Skills, and Competencies**

#### **Core:**

- Strong leadership and management skills
- Good interpersonal and people management skills
- Excellent communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

**Technical:**

- Sound knowledge of agronomy
- Sound knowledge of plant and soil methodologies
- Sound knowledge of research procedures
- Project management/proposal writing skills
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- B.Sc. in Agricultural Science
- Three (3) years' experience in Agronomy or related field

**Special Conditions Associated with the Job**

- Exposure to hazardous chemicals

Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</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