



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 206
OSC Ref. C. 4858⁴⁵

8th May, 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. **Farm Hand (LMO/TS 1) – Research and Development Division, Bodles, Old Harbour, St. Catherine** salary range \$16,481.00 – \$22,166. per week.
2. **Farm Hand (LMO/TS 2) – Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$16,481 – \$22,166 per week.

1. Farm Hand (LMO/TS 1)

Job Purpose

Under the supervision of the Livestock Research Assistant (SOG/ST 5), the Farm Hand (LMO/TS 1) is responsible for using and maintaining all two-stroke (2-stroke) equipment.

Key Responsibilities

Technical/Professional:

- 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
- Good customer and quality focus skills
- Good teamwork and co-operation skills

Technical:

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

Minimum Required Qualification and Experience

- Grade 9 Level
- Six (6) months related experience

2. Farm Hand (LMO/TS 2)

Job Purpose

Under the supervision of the Farm Manager (SOG/ST 5), the Farm Hand (LMO/TS 2), is responsible for conducting assigned animal husbandry practices within the Dairy Unit which includes feeding of animals and performing daily sanitation and maintenance of the Unit's facilities and infrastructure.

Key Responsibilities

Technical/Professional:

- Feeds and waters animals to ensure health and nutrition are optimized;
- Monitors animal's health and sanitizes housing facilities including animal paddocks, cattle barn, and pens;
- Assists in the implementation of research projects;
- Observes animals daily and reports on ill health, births, and deaths to the Livestock Research Assistant;
- Secures animals properly in paddock and pens and animals accounted for;
- Identifies animals (ear notched, tattooed, branded etc.);
- Assists with the maintenance of the facilities and farm infrastructure (fencing, gates and watering systems);
- Assists with performing animal breeding activities at the Unit;
- Grooms and prepares animals for livestock shows and display;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good people management skills
- Good oral communication skills
- Good written communication skills
- Strong customer and quality focus skills
- Good problem solving and decision making skills
- Good team work and cooperation skills

Technical:

- Knowledge of the Ministry's policies and procedures.
- Knowledge of animal husbandry and animal health practices.
- Good knowledge of operational procedures.

Minimum Required Qualification and Experience

- Secondary School Education/ School Leaving Certificate

Special Conditions Associated with The Job

- Exposure to sun and dust.
- Exposure to parasites that are potentially zoonotic.
- Exposure to animal excrement and other bodily fluids.

Applications accompanied by résumés should be submitted **no later than Friday, 19th 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

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**