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10th 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. **Principal Research Director (SOG/ST 10) – Research & Development Division**, salary range \$8,309,840 to \$11,175,811 per annum.
2. **Deputy Research Director (SOG/ST 9) – Research & Development Division**, salary range \$6,820,273 to \$9,172,509 per annum
3. **Senior Human Resource Development Officer (GMG/SEG 1) – Human Resource Management & Development Division** salary range \$3,094,839 - \$4,162,214 per annum.
4. **Research Assistant (SOG/ST 4) – Research and Development Division**, salary range \$2,478,125 - \$3,332,803 per annum.

1. **Principal Research Director (SOG/ST 10)**

Job Purpose

Under the direction of the Chief Technical Director (GMG/CTD 1), the Principal Research Director (SOG/ST10), is responsible for the overall planning, directing, co-ordination, supervision and management of the Research and Development Division including four (4) Agricultural Research Stations. The incumbent is responsible for the monitoring and implementation of agricultural policies, programmes, and projects.

Key Responsibilities

Management/Administrative:

- Participates in the Ministry's Strategic Planning and develops the Research and Development component of the Strategic Plan;
- Co-ordinates the development of Operational Plans and Budgets for the Division and monitors the implementation of these Plans and Budgets to ensure that the Division's work is carried out according to plan and within budget and that the agreed targets are met;
- Develops priority settings for the Division;
- Provides guidance and framework for the development of agricultural research projects, programmes and their implementation;
- Co-ordinates and monitors the operations of four (4) Research Stations and reviews and approves the setting of objectives and goals and ensures the achievement targets;
- Collaborates with local, regional and international organizations on matters relative for the improved conduct of research and development;
- Represents the Ministry and Government of Jamaica International Conferences, Seminars and Workshops;
- Evaluates the capacity of the Division to effectively manage the animal and plant genetic resources within its Portfolio and makes recommendations where necessary.

Technical/Professional:

- Evaluates the Research and Development activities to ensure that they are relevant and cost effective;
- Develops guidelines and priorities for crops, livestock and plant protection activities;
- Priorities technical advice to the Chief Technical Directors, Permanent Secretary and Minister of Agriculture;

- Oversees the development of research, technical papers and a variety of documents, directs and manages the development of methodologies and strategies for research and development;
- Develops collaborative programmes and projects with local and international agencies.

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 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 in collaboration with the Human Resource Division 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.

Required Knowledge, Skills, and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good presentation skills
- Good problem solving and conflict management skills
- Excellent customer and quality focus skills
- Strong integrity
- Managing the client interface
- Managing external partners

Technical:

- Excellent knowledge of Ministry's policies and procedures
- Proficiency in the use of relevant computer
- Sound knowledge of topical issues in Agriculture, Agricultural Economics and cutting-edge technology in Agricultural Research and Development
- Technical, business, and scientific writing skills
- Knowledge of Programme Budgeting and Financial Management

Minimum Required Qualification and Experience

- M. Sc. or PH.D Degree in Agriculture or a related discipline
- A minimum of ten (10) years, research experience at Senior Management level or Head of a Research Department of a University, Government, or other recognized research institution, as well as completion of substantial projects and publications

2. Deputy Research Director (SOG/ST 9)

Job Purpose

Under the direction of the Principal Research Director (SOG/ST 10), the Deputy Research Director (SOG/ST 9), is responsible for planning, directing, and coordinating the overall implementation of the National Crop and Plant Protection Research Programme to meet the objectives of the Division.

Key Responsibilities

Management/Administrative:

- Manages the daily operations of the Crop and Plant Protection Unit
- Collaborates with organizations involved in research and development in crop and plant protection to enhance research projects throughout the Caribbean;
- Collaborates with external agency in implementing strategies for dissemination of research findings to farmers;
- Co-ordinates and oversees the direction, planning and implementation of the National Research and Development Programmes in agronomy and breeding;
- Prepares the budget for the Crop Research Unit;
- Prepares Corporate Plans and reports on the Crop and Plant Protection Unit

Technical/Professional:

- Plans and executes Weekly Work Programme for Crop and Plant Protection Units;
- Establishes guidelines and methodologies for conducting studies in areas of plant nutrition;
- Executes Seeds (scotch bonnet, pumpkin) Production Programmes in order to satisfy the need of farmers;
- Conducts training and field days on and off station to impart new techniques to farmers;
- Conducts visits to farmers holdings in order to offer advice on the suitability of land for various crop production;
- Guides researchers through research strategies where methods are applicable or not.

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 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.
- In collaboration 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 Responsibilities

- Deputizes for the Principal Research Officer
- Performs any other related duties which may be assigned from time to time

Required Knowledge, Skills, and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal skills
- Good people management skills
- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Good problem solving and decision making skills
- Good conflict management skills

Technical:

- Knowledge of agronomy and plant breeding methods
- Knowledge of plant and soil methodologies
- 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

- M.Sc. Degree in Agriculture
- Five (5) years experience in Crop Research Management

Special Conditions Associated with The Job

- Exposure to pesticides

3. Senior Human Resource Development Officer (GMG/SEG 1)

Under the general supervision of the Director, Human Resource Development (GMG/SEG 3), the Senior Human Resource Development Officer (GMG/SEG 1) organizes, co-ordinates and administers the training functions, delivers training and prepares reports on all training activities

Key Responsibilities

Management/Administrative:

- Participates in the development of the Budget/Corporate Plan for the Unit;
- Revises Unit/ Operational and Individual Work Plans;
- Disseminates training information to all members of staff;
- Circulates information on Fellowships and Scholarships/other Learning & Development interventions;
- Processes applications for Training Courses/Fellowships and Scholarships/other Learning & Development interventions;
- Prepares submissions for the Office of the Services Commissions and the delegated functions committees for Officers to participate in courses locally and overseas;
- Prepares budgets and requests funds for training courses;
- Plans and coordinates refreshment for training courses;
- Disseminates information on the use of the Training Centres to clients;
- Makes contact with institutions and organizations to determine which delivers training

Technical/Professional:

- Conducts Training Needs Surveys and prepares reports;
- Conducts Training Impact Evaluations and prepares reports;
- Designs and plans the Learning and Development Programme;
- Participates in the development of the Training Programme;
- Plans, organizes and delivers training courses;
- Analyses and submits Evaluation Reports;
- Prepares Monthly Reports;
- Provides career counseling to members of staff;
- Manages MIND, local and other Learning and Development Programmes data;
- Develops and disseminates procedures for the Learning and Development Programme
- Co-ordinates Study Leave and Day Release process for staff;
- Plans and co-ordinates the HIV/AIDS and Corporate Wellness Programme in the Ministry;
- Prepares the Work Plan for the Assistant Human Development Officer;
- Supervises and evaluates the Assistant Human Development Officer's performance;
- Assists in the development of the training evaluation tools

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 attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource Policies and Procedures
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching.
- Ensures the welfare and developmental needs of direct reports 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.

Required Knowledge, Skills, and Competencies

Core

- Excellent oral and written communication skills
- Excellent customer service skills
- Very Good Analytical and problem solving skills
- Very Good skills
- Teamwork and co-operation
- Very Good leadership skills
- Managing external relations
- Excellent human relations skills
- Good people management skills

Functional/Technical

- Sound knowledge of current trends in training and career development techniques
- Sound knowledge of curriculum and programme development
- Proficiency in the relevant computer applications
- Excellent andragogical skills
- Basic knowledge of accounting procedures
- Very Good strategic planning and organizing skills
- Excellent presentation skills

Minimum Required Qualification and Experience

- First Degree in Arts, Social Sciences, or related discipline
- Three (3) years experience at the supervisory level
- Diploma in Teaching or Certificate in Train the Trainer Course

4. Research Assistant (SOG/ST 4)

Job Purpose

Under the supervision of the Chief Plant Breeding Officer (SOG/ST 7), the Research Assistant (Plant Breeding) (SOG/ST 4) is responsible for performing Plant Breeding Research duties.

Key Responsibilities

Management/Administrative:

- Supervises staff;
- Monitors Green House;
- Prepares reports;
- Manages stocks;

Technical/Professional:

- Identifies plot and oversees the preparation;
- Maintains and repairs machine and equipment;
- Applies pesticides and fertilizers;
- Sows seeds and harvest and establishes crops;
- Collects data based on crop production and pest infestation/resistance

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 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 in collaboration with the Human Resource Division, 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.

Required Knowledge, Skills, and Competencies

Core:

- Strong management skills
- Good problem solving and decision making skills
- Good conflict management skills
- Excellent written and oral communication skills
- Strong leadership skills
- Good interpersonal skills
- Good people management skills

Technical:

- Knowledge of research procedures
- Excellent knowledge of good agricultural practices
- Sound knowledge of crop production
- 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

- Associate Degree in General Agriculture from the College of Agriculture, Science and Education or similar agricultural institution
- Two (2) years' experience in related field

Special Conditions Associated with the Job

- Physical interaction with large animals;
- Exposure to animals' body fluids, liquid and solid excretions;
- Exposure to disease conditions;
- Prolonged exposure to the vagaries of the environment.

Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd May, 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**