



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 281**

**OSC Ref. C. 4858<sup>43</sup>**

**27<sup>th</sup> June, 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 be assigned to the **Laboratory Technician (SOG/ST 2) – (Not Vacant) in Research and Development Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,550,136 - \$2,084,761 per annum.

### **Job Purpose**

Under the supervision of the Plant Protection Officer (SOG/ST 5), the Laboratory Technician (SOG/ST 2), is responsible in ensuring that full laboratory support is provided for research, pest identification, diagnostic and regulatory work.

### **Key Responsibilities**

#### ***Technical/Professional***

- Prepares laboratory reagents and culture media for diagnostic work;
- Collects, registers, and prepares specimens and samples brought to the laboratory for identification of pests and diagnosis by the Plant Protection Officers;
- Maintains Laboratory records;
- Performs chemical analyses on animal samples brought in by farmers;
- Operates Laboratory equipment which assists in the analysis of samples;
- Ensures that reference collection is adequately maintained;
- Assists with orientation/training of students from Secondary/Tertiary Institutions.

#### ***Other***

- Visits farms and other holdings to assist Plant Protection Officers with field work;
- Performs any other related duties which may be assigned from time to time.

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

#### ***Core***

- Good interpersonal skills
- Good people management skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Strong integrity
- Strong teamwork and co-operation skills
- Good planning and organizing skills
- Good problem solving and decision making skills
- Good conflict management skills
- Good analytical thinking skills
- Strong leadership and management skills

#### ***Technical***

- Sound knowledge of laboratory techniques and standards
- Sound knowledge of material resources
- Ability to perform basic maintenance and servicing of laboratory equipment
- Very observant and alert
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures
- Good report writing skills
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Laboratory Technician Certificate or equivalent qualification
- OR**
- Four (4) CXC or GCE O' Levels including passes in English Language, Mathematics, Chemistry and one (1) other subject or its equivalent
- One (1) year experience working in a Laboratory

**Special Conditions Associated with The Job**

- Exposure to hazardous chemicals
- Exposure to ultraviolet radiation
- Exposure to dust, bacteria and fungal spores
- Occasional long working hours

Applications accompanied by résumés should be submitted **no later than Monday, 10<sup>th</sup> July, 2023 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
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