



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 250
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6th 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/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Manager, Transportation and Fleet Management (GMG/SEG 1) (Not Vacant) – Facilities and Property Management Branch, Transport and Fleet Management Section**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Extension Specialist (SOG/ST 5) (Vacant) – Crop and Plant Protection Unit, Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$3,094,839 - \$4,162,214 per annum.

1. **Manager, Transport and Fleet Management (GMG/SEG 1)**

Job Purpose

Under the direction of the Civil Works Engineer (SOG/ST 8), the Manager, Transportation and Fleet Management (GMG/SEG 1), provides technical and supervisory direction and advice to the staff of the Transport and Fleet Management Section. The incumbent plans, organizes develops, strategizes, administers, continually reviews and revises policies, procedures and programmes for the effective and efficient operations of the Transport and Fleet Management Section, which also operates as a key focal point and resource centre for all the Ministry's outstations and Portfolio Entities.

Key Responsibilities

Management/Administrative:

- Participates in the Directorate's and the Branch's Strategic Planning process;
- Develops and implements the Transport and Fleet Management Section's Budget, Operational, Unit and Individual staff Work Plans;
- Develops, constantly reviews and revises the relevant acts, policies, internal work systems and procedures to assure that the Section consistently provides quality service to the Ministry; ensures that policies and procedures are appropriately documented and disseminated to staff;
- Reviews policies and schedules to ensure that the Ministry's Fleet operates at a consistently high standard;
- Provides professional/technical advice/guidance to the Civil Works Engineer, Principal Director, Permanent Secretary, and the Transport Management Board on Transportation and Fleet Management related matters;
- Educates the staff on the policies and procedures of the Transport and Fleet Management Section;
- Represents the Branch and Section at meetings, conferences and other occasions to provide and/or obtain information;
- Chairs or serves as a member of various Committees to facilitate collective decision-making on critical management issues and or provide technical advice;
- Prepares and submits Annual, Quarterly and Monthly Reports.

Technical/Professional:

- Co-ordinates the day-to-day transport operations of the Ministry;
- Dialogues with the Civil Works Engineer, Principal Director and Permanent Secretary regarding the Strategic Direction of the Section;
- Reviews and revises the operations of the Transport and Fleet Management Section in order to improve the efficiency and effectiveness of the Section, and to deliver quality service to the Ministry;
- Analyzes Financial Reports to determine areas in need of better fiscal management;

- Establishes and manages a programme for the maintenance and repair of the Ministry's Fleet, and to ensure conformity with the relevant Government of Jamaica Policies, Regulations and Procedures;
- Manages the procurement of motor vehicles and parts for the Ministry in collaboration with the Public Procurement Branch;
- Manages the inventory of vehicles, parts and mechanical equipment;
- Reports all accidents and monitors claims;
- Serves as a key Focal Point and resource contact for the Ministry's outstations and Statutory Agencies;
- Monitors and evaluates the operations of the fleets to ensure conformity with the Government of Jamaica Motor Vehicle Policy and other regulations and procedures;
- Manages the Board of Survey process for the disposal of the Ministry's motor vehicle assets;
- Prepares cost estimates for damages, repairs and procurement of vehicles;
- Deploys and provides guidance on the economical use of resources to ensure cost effectiveness of operations;
- Collaborates with the Internal Audit Unit, facilitates and conducts audits to detect anomalies in the Fleet and/or its operations;
- Ensures that all motor vehicles within the Ministry's Fleet are compliant with the established standards of fitness, and safety, security and are appropriately registered and insured;
- Ensures appropriate and valid licenses for driving personnel and that only designated/authorized personnel access and operate vehicles;
- Reports all accidents and takes all necessary follow-up action;
- Determines priorities and sets targets within the parameters of the Branch's Objectives;
- Designs and reviews in collaboration with the Civil Works Engineer and other senior members of staff, schedules, procedures, repairs and maintenance standards;
- Conducts periodic reviews of schedules and makes spot checks to ensure that priorities and targets are being met and repairs and maintenance standards are being adhered to;
- Conducts regular checks of the Logbook, gas/gas oil records and stock balances;
- Schedules vehicle movements to economise on fuel consumption;
- Checks time sheet to ensure proper vehicle handing-over procedures are observed;
- Manages the Section's Records Management System;
- Responds to requests/complaints on transportation issues and ensures they are resolved.

Human Resources:

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Section;
- 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 organisational goals;
- Participates in the recruitment of staff for the Branch/Section and recommends transfer, promotion, termination and leave in accordance with 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 staff in the Branch/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Allocates and schedules work; allocates monthly mileage to travelling officers;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Good conflict-management skills
- Excellent planning and organizing skills
- Good analytical thinking skills
- Ability to use own initiative
- Strong leadership skills
- Strong people management skills
- Good interpersonal skills
- Strong customer and quality focus skills

- Compliance
- Integrity

Technical:

- Excellent working knowledge of the GOJ Motor Vehicle Policy
- Good working knowledge of the Financial Administration and Audit (FAA) Act and Regulations
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications
- Excellent knowledge of Transport and Fleet Management saving methods

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Mechanical Engineering or equivalent from an accredited Tertiary Institution;
- Five (5) years' experience in Transport Management at a Supervisory Level.

Special Condition Associated with the Job

- Island wide travelling;
- Working extended hours, weekends and on holidays periodically;
- Holder of a valid General Driver's Licence.

2. Extension Specialist (SOG/ST 5)

Job Purpose

Under the direct supervision of the Operations Manager (SOG/ST 6), the Extension Specialist (SOG/ST 5) is responsible for managing the day-to-day farm operations aimed at facilitating viable research and commercial farming in accordance with the Operational Plans for the Crop and Plant Protection Units at the Bodles Research Station.

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.

Technical/Professional:

- Implements research activities;
- Develops production practices and methods for different ecological zones;
- Presents research findings;
- Participates in Training and Field Days on-and-off Station;
- Assists in planning the Unit's weekly work programmes;
- Writes reports.

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 attain 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, in collaboration with the Human Resource Division, 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:

- Acts as rapporteur at meetings and conferences as directed;
- Represents the Organization at meetings and conference;
- 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 oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving, decision-making 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/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Agricultural Science or Plant Science from CASE, UWI or similar institution;
- Three (3) years' experience in Agronomy, Plant Production, Plant Physiology and Protection or related field

Special Condition Associated with the Job

- Exposure to hazardous chemicals.

Applications accompanied by résumés should be submitted **no later than Monday, 19th June, 2023 to:**

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