



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 263**

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

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

### **Job Purpose**

Under the direction of the Chief Livestock Research Officer (SOG/ST 7), the Senior Livestock Research Officer (SOG/ST 6) is responsible for conducting investigations (feeding and nutrition; reproduction and health; husbandry; breeding) on various classes of stock, supervising Production Units, and the delivery of technical and advisory services to the farming public.

### **Key Responsibilities**

#### ***Management/Administrative***

- Reviews fortnightly paybills and other Work/Service Invoices for approval;
- Assists in the development of the Operational Plan and Annual Budget for the Unit;
- Assists in the execution of the Operational Plan;
- Represents the Unit at meetings, seminars and other function;
- Assists in the procurement and delivery of inputs required for the Unit's operations;
- Conducts assessment of the Unit's infrastructure to determine maintenance requirements;
- Prepares and submits prescribed reports;
- Participates in training programmes.

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

- Develops and implements Individual Research/Development Projects related to area of focus;
- Ensures that proper techniques are employed for the collection, collation, input, and analysis of data;
- Prepares and presents written/oral reports;
- Reviews local and international literature pertinent to the area of focus;
- Provides technical advice to the farming public;
- Supervises the implementation and maintenance of the prescribed Breeding Programmes;
- Supervises the implementation of prescribed Husbandry and Nutrition Programmes for all classes of stock;
- Supervises the maintenance of all records pertinent to births, deaths, sales, and Inventory of animals;
- Supervises the maintenance of records on animal performance;
- Supervises the timely breeding and treatment of animals in need of veterinary attention;
- Monitors the developments in the Industry in order to guide Research and Development Programmes.

#### ***Human Resources***

- Monitors the performance of direct reportees;
- Prepares performance appraisals, conducts evaluations, and make recommendations;
- Establishes and maintains a system that fosters a culture of teamwork;
- Provides leadership and guidance to staff through effective planning, delegation, communication and training;
- Facilitate and supports personal growth and development of staff members including the implementation of Conflict Resolution Strategies;
- Perform any other related duties which may be assigned from time to time.

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

#### **Core:**

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

#### **Technical:**

- Knowledge of the operations of Government policies and procedures
- Excellent knowledge of livestock husbandry and management
- Proficiency in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Masters Degree in Animal Science specialty with two (2) years related experience.
- OR**
- Bachelor of Science Degree in General Agriculture / Biological Sciences and three (3) years in-service experience
  - Publications including at least one research paper

### **Special Conditions Associated with the Job**

- Frequent exposure to animals and their body fluids, with associated parasites, vectors and micro-organisms which could cause injury and possible transmission of zoonotic diseases.
- Periodic exposure to chemicals associated with livestock husbandry and care, which can be harmful to humans.

Applications accompanied by résumés should be submitted **no later than Monday, 26<sup>th</sup> June, 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**