



CIRCULAR No.296
OSC Ref. C.4858⁴⁴

5th July, 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. **Agronomist (SOG/ST 5) (Not Vacant) Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$3,094,839.00 – \$4,162,214 per annum.
2. **Administrative Assistant (GMG/AM 3) (Vacant) – Information and Communications Technology Branch**, salary range \$1,984,305 – \$2,668,670 per annum.

1. Agronomist (SOG/ST 5)

Job Purpose

Under the direct supervision of the Senior Agronomist (SOG/ST 6), the Agronomist (SOG/ST 5) is responsible to undertake research leading to improved and new crop varieties and production practices. The incumbent is also a team member in carrying out major phases of complex projects.

Key Responsibilities

Management/Administrative:

- Supervises staff;
- Produces monthly, quarterly and annual reports;
- Manages stocks and equipment;
- Participates in and presents research findings at seminars, meetings, and conferences;
- Represents the Ministry at meetings, conferences, and other functions.

Technical/Professional:

- Prepares Work Programmes;
- Prepares and monitors activities of the Work Programme;
- Implements research activities:
 - Sow seeds
 - Establish research plots
 - Supervise and carry out crop care activities
- Supervises the execution of experiments;
- Collects and tabulates data for analysis;
- Writes reports;
- Develops production practices and methods for different ecological zones;
- Presents research findings;
- Practices phytosanitary guidelines;
- Establishes and follows Good Agricultural Practices.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend 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 to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through delegation, communication, training, mentoring, and coaching;

- Ensures that the welfare and development needs of the staff in the 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:

- Good interpersonal skills
- Good people management skills
- Strong leadership and management skills
- Ability to work with a team
- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Good problem solving and decision making skills
- Good conflict management skills
- Good analytical skills

Technical:

- Knowledge of research procedures
- Sound knowledge of Agronomy principles and practices
- Excellent knowledge of Good Agricultural Practices (GAP)
- Sound knowledge of crop production principles
- Proficient in the use of relevant computer applications and software
- Excellent knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- B.Sc. in Agriculture, Agronomy, or related discipline with over three (3) years relevant experience.

OR

- Graduate from the College of Agriculture Science and Education.
- Five (5) years' experience in related field.

Special Condition Associated with the Job

- May be required to work on weekends, public holidays and beyond the eight-hour duty
- Exposure to sun, rain, and frost
- Exposure to hazardous chemicals
- Rough terrain
- Ability to lift 22kg

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direction of the Director, Information and Communication Technology (MIS/IT 8), the Administrative Assistant (GMG/AM 3), is responsible for the provision of clerical and administrative support and for liaising with other Divisions, Branches, and external agencies on behalf of the Director. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of files thus ensuring the smooth operation of the Branch. Additionally, the incumbent provides support for the preparation of the Branch's plans and reports as well as for meetings and events planning.

Key Responsibilities

Technical/Professional

- Provides administrative functions for the Director with regard to the related services and activities of the Branch;
- Co-ordinates the preparation of the Branch's reports, Strategic Plan, Operational Plan, Work Plans and Budget;
- Collates information coming to the Director from various Divisions of the Ministry and external Agencies and, acts as a focal point for the dissemination of information within the Branch;

- Organizes, monitors and updates planned programmes, activities, and appointments;
- Provides support to the Director for meetings and events planning by preparing agendas and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Attends meetings, workshops, retreats and conferences on and off site and ensures follow through with post meeting actions and decisions;
- Follows up on requests made by the Director and prepares and provides regular updates on the status of initiatives;
- Develops and maintains a proper filing system to facilitate easy access, retrieval and security of files;
- Controls the movement of files between the Director, staff of the Branch and other Divisions;
- Maintains a log of incoming and outgoing correspondence, reports, and source documents;
- Drafts memorandum and prints electronic documents for Director's signature;
- Organizes Staff Meetings, prepares Minutes and disseminates information to key internal or external stakeholders;
- Manages the personal files of employees of the Branch and updates leave applications/cards and bio-data for Director's signature;
- Manages Director's diary and calendar of events for the Branch;
- Provides support where necessary for the monitoring of the Helpdesk Platform and assign tickets to the appropriate staff member, directly or after consultation with Director or respective Managers, if requested;
- Reviews, maintains, and conducts monthly stock inventory checks to ensure that items reflect the prescribed internal stock levels;
- Establishes and maintains databases and computer files and produces monthly reports on activities performed;
- Maintains a log of source documents entering and exiting the Branch for relevant stakeholders;
- Creates and maintains up-to-date electronic systems for the management of internal records;
- Updates and suggest improvements to electronic attendance and punctuality platform for dispatch of information to the Director, Human Resource Management on a monthly basis;
- Keeps up-to-date attendance register for all ICT staff, making the relevant notation;
- Makes recommendations and submits quotations for the purchase of internal stock items;
- Ensure staff are compliant with prescribed GOJ guidelines and policy.
- Performs any other related duties, which may be assigned by the Director, ICT.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good planning and organizing skills
- Good teamwork and co-operation skills
- Good interpersonal skills
- Good customer and quality focus skills
- Ability to analyze and organize data.
- Initiative, tact, and diplomacy.
- Ability to manage internal and external relationships.
- High quality of output, integrity, and professionalism

Technical:

- Good knowledge of the policies, programmes, and regulations of the Ministry
- Good knowledge of Staff Orders and the Public Service Regulations.
- Sound knowledge of administrative and secretarial practices and procedures.
- Sound knowledge of modern office procedures.
- Sound knowledge of records/file management
- Proficiency in shorthand, speedwriting, and typewriting,
- Good minutes and report writing skills.
- Good research and Information technology skills
- Ability to transcribe material in a clear, accurate and acceptable manner
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies.
- Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute.
- Training in the use of a variety of Software Applications.
- Three (3) years related experience in a comparable working environment.

OR

- Diploma in Public Administration or Business Administration or Management Studies.
- Graduation from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute.
- Training in the use of a variety of Software Applications.
- Five (5) years' experience in a comparable working environment.

Special Condition Associated with the Job

- May be required, on occasions, to work on weekends and holidays
- May be required, on occasions, to travel

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th July 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**