



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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20th 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 fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

- 1. Laboratory Technician 1 (SOG/ST 3) (Vacant) Agricultural Land Management Division**, salary range \$1,984,305 – 2,668,670 per annum.
- 2. Secretary (OPS/SS 2) – (Vacant) – Research and Development Division - Bodles, Old Harbour, St. Catherine** salary range \$1,272,269 – 1,711,060 per annum.

1. Laboratory Technician 1 (SOG/ST 3)

Job Purpose

Under the direct supervision of the Senior Laboratory Technician (SOG/ST 4), the Laboratory Technician (SOS/ST 3) exercises responsibility for chemical and physical analyses of soil, plant tissue and water samples. The incumbent is also responsible for the calibration of instruments, based on standard operating procedures and accurate recording of results used to determine components and properties, which are used to make recommendations on crop sustainability and fertilizer use for agriculture.

Key Responsibilities

Technical/Professional:

- Measures and weighs ingredients used in testing;
- Prepares samples and leaching solutions;
- Prepares work stations and cleans area after use (Process includes neutralizing acid spills, which may occur);
- Performs chemical analyses on soil samples to determine pH, total nitrogen, electrical conductivity, chloride, potassium, phosphate, organic matter, exchangeable acidity, moisture, exchangeable cautions and trace elements;
- Performs chemical analyses on plant samples to determine levels of nitrogen, phosphate, potassium, calcium magnesium, iron, zinc, copper and manganese;
- Performs chemical analyses on water samples to determine electrical conductivity, pH, total soluble salts chloride and sulphur;
- Performs chemical analyses on fertilizer and other compound both organic and inorganic for nitrogen, phosphate and potash;
- Performs physical analyses on soil (%sand, %salt, %silt, %clay), percentage moisture in soils, infiltration rate in soils;
- Calculates and records the reading after the analyses is done;
- Calibrates machine and operates lab equipment which assists in the analysis of samples;
- Participates in exhibitions, shows and demonstrations for high and tertiary students.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Strong analytical thinking skills
- Good problem solving and decision making skills
- Good interpersonal skills
- Methodical
- Time management
- Good customer and quality focus skills

Technical:

- Knowledge of chemistry and laboratory procedures
- Proficiency in the use of laboratory equipment
- Knowledge of internationally accepted laboratory procedures
- Knowledge of relevant computer applications
- Sound knowledge of the Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC/GCE passes in English Language, Mathematics, Chemistry and one other subject
- One (1) year experience working in a laboratory environment

Special Condition Associated with the Job

- Exposure to harmful chemicals, fumes, and dusts
- Constant wearing of protective clothing

2. Secretary (OPS/SS 2)**Job Purpose**

Under the supervision of the Manager, Human Resource and Administration (GMG/SEG 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial services to ensure the effective and efficient operations of the Human Resource and Administration office.

Key Responsibilities**Technical/Professional:**

- Types letters, memoranda and reports from draft notes;
- Transcribes and reproduces Minutes of meetings and conferences;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains a filing system;
- Researches and disseminates information to relevant officers;
- Perform any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies**Core:**

- Good oral and written communication skills
- Good planning and organizing skills
- Strong customer and quality focus skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Good people management skills
- Excellent teamwork and co-operation skills

Technical:

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Proficiency in shorthand at a speed of 80-100 w.p.m.
- Proficiency in typewriting at a speed of 40-45 w.p.m.
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE O' Level English Language or equivalent
- Proficiency in typewriting at a speed of 40-45 words per minute
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND)

OR

- CXC or GCE O' Level English Language
- Proficiency in typewriting at a speed of 40-45 words per minute
- Training in word processing and spreadsheet applications
- Graduated from an accredited Secretarial School
- At least three (3) years' experience in the field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 2nd August 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**