



CIRCULAR No. 335
OSC Ref. C. 4858⁴⁵

21st 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 **vacant post of Plant Nursey Manager (Level 7)** in the **Jamaica Bauxite Institute**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the general supervision of the Director of Bauxite Lands, the Plant Nursery Manager will spearhead the general development, management and production of the JBI Plant Nursery.

Key Responsibilities

- Applies best practices in Nursery Management and production in overseeing the daily operations and activities of the Nursery;
- Plans and guides overall production and operations including, seed sourcing, planting, nutritional and irrigation needs, general growing conditions, disease and pest control;
- Uses best Industry practices in seedling production practices agriculture and in all techniques required to produce high quality seedlings and achieve maximum value of saleable seedlings
- Identify and quantify input and material requirements for nursery production;
- Implements effective Nursery practices and procedures for quality control and the production of safe plantlets including, early identification, diagnostics and the timely treatment of plant diseases and pests;
- Provides work direction to ensure that high standards are maintained in the production of seedling, the application of nutrients and chemicals, in the operation of nursery machinery and equipment and tools;
- Plans and co-ordinates production and delivery schedules. Establishes and maintains an effective Tracking System for seedling production and delivery and prepares relevant reports regarding same;
- Ensures the implementation of sanitary, health and safety practices, and procedures for the regulation of traffic and visitor movement in the general area of the Nursery;
- Co-ordinates expos and other external activities in conjunction with other Public and Private Sector entities towards the marketing of the Nursery;
- Seeks new suppliers and purveyors of nursery goods and products in order to maintain the Nursery's Financial sustainability constantly;
- Recommends periodic Nursery Projects geared at supporting farmers and other agricultural initiatives;
- Produces Technical Reports as required on a timely basis.

Manage and direct staff in executing their functions:

- Plans, directs and co-ordinates the work activity of Nursery Workers and ensure that all required tasks are efficiently carried out and seedlings of appropriate quality are produced and delivered in accordance with agreed schedules;
- Assesses and addresses manpower and recruitment needs and identifies issues related to the general welfare and health of the workers;
- Identifies staff training needs and organizes and/or conduct appropriate training as required;
- Monitors and evaluates the Nursery Production Staff in relation to the extent to which their assigned duties are carried out.

Apply good business and management principles:

- Prepares relevant Status Reports and Financial and Business Plans and Budgets as required on a timely basis;
- Ensures, timely sourcing and procurement of inputs including planting material, nutrients and disease control chemicals in an efficient and cost effective manner;
- Ensures timely sourcing and procurement of all nursery supplies, material and input requirements in a cost effective manner;
- Manages sales transactions (including orders, walk in customer and contract sales), billing and receivables and co-ordinate with the Technical Advisor regarding merchandizing and the scheduling of seedling production and delivery;
- Maintains and manages the facility, inputs and equipment;

- Ensures that the Nursery operates as a functional and efficient Unit by instituting programmes for maintaining, upgrading and cleaning the facility, including but not limited to the physical structures, infrastructure, equipment and furnishings, and the immediate environs;
- Ensures proper storage of chemicals and that tools and equipment are maintained in good condition;
- Maintains an inventory and oversee the use of Nursery assets, building and movable items including supplies, machinery and equipment, perform inspections and inventory checks and makes recommendations regarding the treatment and security of assets.

Advertise and merchandise:

- Co-ordinates sale and merchandising of seedlings nursery and nursery products including the organization of and attendance at Nursery Shows, exhibitions and other marketing events;
- Plans and co-ordinates all marketing activities of the Nursery including promotions on social media, print media etc. in collaboration with Public Relations Department;
- Prepares and presents regular reports and technical reviews in oral and written format;
- Meets with the Director and to prepare briefs on the status of activities and issues being dealt with regularly;
- Undertakes any other required duties that reasonably fall within the remit of the post or Division.

Human Resource:

- Provides leadership to direct reportees to enable their professional growth and development by:
 - ✓ Effective object setting and agreement on work programmes
 - ✓ Delegation of appropriate levels of authority and autonomy to enable decision making
 - ✓ Appropriate technical and supervisory guidance
 - ✓ Timely and effective communication and performance feedback

Required Knowledge, Skills and Competencies

- Good communications and report writing skills
- Demonstrated positive, constructive attitude
- Ability to remain calm and in control under pressure
- Developed Supervisory Management skills
- Competence and experience in budgeting and financial management
- Knowledge of GOJ procurement guidelines and procedures
- Knowledge of effective business communication would be an asset

Minimum Required Qualification and Experience

- Bachelor's Degree in Agriculture, Plant Science or related area;
- Two (2) years' experience in the field of agriculture or related field. Experience in Business processes or Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 4th August, 2023 to:**

**The Human Resource Manager
Jamaica Bauxite Institute
Hope Gardens Complex,
P.O. Box 355,
Kingston 6.**

Email us at: hrd@jbi.org.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**