



Office of the Services Commissions

(Central Government)

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23rd October, 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 **vacant** posts in the **Research and Development Division (Old Harbour, St. Catherine), Ministry of Agriculture, Fisheries and Mining:**

1. **Deputy Research Director (SOG/ST 9) - Livestock**, salary range \$6,820,273 - \$9,172,509 per annum.
2. **Senior Research Director (SOG/ST 8) - Livestock**, salary range \$6,820,273 - \$9,172,509.

1. Deputy Research Director (SOG/ST 9) - Livestock

Job Purpose

Under the direction of the Principal Research Director (SOG/ST 10), the Deputy Research Director (SOG/ST 9), is responsible for co-ordinating and managing the planning and implementation of the specialized research and development programmes of the Livestock Research and Improvement Division of the Ministry, towards the provision of solutions to local and regional issues which challenge the Livestock Industry and transferring such technologies for the conservation and maintenance of animal genetic diversity and the provision of food security from livestock.

Key Responsibilities

Management/Administrative:

- Co-ordinates and oversees the direction, planning and implementation of the Nation Research and Development Programmes and specialized programmes of the Livestock Research and Improvement Division;
- Collaborates with organizations involved in research and development in livestock in identifying and determining priority research projects consistent with the overall policy and programmes;
- Collaborates with the Crop and Plant Protection Deputy Director in order to identify common operating problems and areas of duplication of effort in carrying out the various functions and devising strategies;
- Collaborates with the Extension Agency in developing and implementing strategies for the dissemination of research findings to farmer clients;
- Co-ordinates the daily operations of the Livestock Division;
- Makes representation concerning the provision of materials and equipment necessary for the effective implementation of Division's research and development programmes;
- Requests and ensures the availability of adequate physical and other facilities necessary for the efficient and effective conduct of the research and animal production programmes;
- Prepares the Budget of the Section for inclusion in the overall National Agricultural Research and Development Budget;
- Co-ordinates/controls budgetary allocation for each project/programme and recommends vehement of allocated funds to projects of higher priority;
- Initiates and maintains an adequate and effective communication system between members of all branches, Units and Sections of the Divisions

Technical/Professional:

- Maintains a current awareness of the work being done at the frontiers of knowledge and maintains contact and collaborates with local Agencies and leading regional and international institutions;
- Ensures the preparation and publication of Monographs, Scientific Reports and articles, collates the timely presentation of research and development projects and programmes and Animal Reports for dissemination;
- Represents the Ministry at international scientific and professional meetings and undertake missions as required in relation to the above duties;

- Assists the Principal Director in the organization of seminars/meetings in order to communicate and disseminate research findings;
- Establishes criteria, guidelines and methodologies for conducting studies in the areas of husbandry, large and small stock breeding and nutrition and biotechnological interventions in ruminant and non-ruminant animals;
- Co-ordinates animal breeding activities at the Centre of the Genetic Improvement of Livestock Research and Development Division by developing and directing a national animal breeding policy for the conservation and improvement of the gene pool of native animals;
- Co-ordinates and supervises the utilization of computer hardware and software suitable for the storage, collates, analyses records of performance and progeny test data for animal genetic evaluation and other statistical analysis and interpreting and using performance results in designing breeding strategies and selection methods;
- Reviews and updates the maintenance of the accepted systems of Herd Records for the identification of animals, maintenance of progeny and performance records, births, deaths, transfers and disposal records;
- Participates in livestock appraisals/administration of the Breeders societies, advising the national sire service schemes;
- Evaluates the application of models of biotechnology for the rapid increase in the production of seed stock and improved performance;
- Guides researchers through alternative research strategies where present methods are not applicable/advisable;
- Acts in liaison to international Organizations that are directly concerned or related to animal genetic resources;
- Acts as liaison in the implementation of collaborative projects with other Agencies;
- Participates in training days and seminars.

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;
- Collaborates with the Human Resource Division, 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;
- 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;
- 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
- Strong leadership and people management skills
- Good interpersonal skills
- Good management skills
- Strong customer relations skills
- Good problem-solving and decision-making skills
- Ability to manage the client interface
- Ability to manage external relationships
- Good strategic vision
- Excellent analytical thinking skills
- Good impact and influencing skills
- Excellent planning and organizing skills
- Goal results oriented

Technical:

- Excellent knowledge of farm animals and livestock production methods
- Excellent knowledge of livestock research methodologies
- Good knowledge of Animal Nutrition and Husbandry
- Good knowledge of Animal Breeding and Genetics
- Good Project Management skills

- Knowledge of Biotechnology
- Knowledge of Budget preparation
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Post Graduate Degree in specialized livestock area;
- Eight (8) years related experience in livestock research and management with professional achievement recognized by a University; at least three (3) of which should be at the Senior Management level;
- Training in Supervisory Management;
- Training in Project Management.

Special Conditions associated with the Job

- Exposure to animals body fluids, liquid and solid excretions;
- Exposure to disease conditions;
- Prolonged exposure to the vagaries of the environment.

2. Senior Research Director (SOG/ST 8) - Livestock

Job Purpose

Under the direct supervision of the Deputy Research Director (SOG/ST 9), the Senior Research Director (SOG/ST 8), is responsible for managing all aspect of the improvement and management of dairy cattle genetics resources.

Key Responsibilities

Management/Administrative:

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Livestock Research and Improvement Planning process;
- Prepares and monitors the Dairy Cattle Breeding and Genetics Operational Plan;
- Prepares Budget to ensure the work of the Unit is completed;
- Ensures the management and husbandry of all dairy cattle animals under the stewardship of the Unit;
- Represents the Livestock Research and Improvement Unit at meetings, conferences workshops and seminars
- Provides guidance to the Deputy Research Director and other Unit Managers on matters related to animal breeding and genetics;
- Develops Schedules of Requisition and programmes of utilization to facilitate the effective supply of inputs and services for the management of animal genetic resources constituting the Jamaica Hope Nucleus Herd.

Technical/Professional:

- Conducts research relevant to dairy cattle genetics;
- Estimates the breeding value or genetic merit to determine the animal's suitability as parents;
- Estimates genetic and phenotypic parameters;
- Collates and analyses livestock information;
- Undertakes analytical studies in specific technical and policy issues affecting animal genetic resources, improvement and management;
- Ascertains relevant development in animal breeding and quantitative genetics;
- Plans and establishes Training, Extension Research and Programmes for National Dairy Cattle Sub-Sector;
- Facilitates the dissemination and/or adoption of new and improved technology in the area of animal breeding and genetics;
- Consults with research and development principals to identify problems in the area of livestock research that are amenable to breeding and genetics solutions.

Human Resources:

- 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 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;
- Collaborates with the Human Resource Division, 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;
- 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:

- Attends meetings on behalf of the Director;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Good problem-solving and conflict management skills

Technical:

- Knowledge in the application of animal breeding principles and procedures
- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Master of Science Degree in Animal Breeding and Quantitative Genetics;
- Ability to effect basic animal evaluation using the foregoing principles within six (6) months;
- Five (5) years' experience in Animal Breeding and Genetics;
- Three (3) years' experience in a Senior Management position with a Government or similar institution; plus completion and publication of several research papers.

Special Conditions associated with the Job

- Exposure to dusty conditions;
- Exposure to hazardous chemicals and drugs and zoonotic diseases conditions.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd November, 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**