



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 407**

**OSC Ref. C. 4858<sup>45</sup>**

**29<sup>th</sup> September, 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 **not vacant** post of **Research Assistant (Greenhouse) (SOG/ST 3)** in the **Research and Development Division, Bodles-Old Harbour, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,984,305 - \$2,668,670 per annum.

### **Job Purpose**

Under the direction of the Post Entry Quarantine Officer (Seed Pathology) (SOG/ST 5), the Research Assistant (Green House) (SOG/ST 3) will assist with the execution, management and monitoring of research under laboratory, greenhouse and field conditions, as well as pest identification, diagnostic and advisory services.

### **Key Responsibilities**

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

- Assists with the implementation of field and laboratory trials by preparation of the necessary equipment and materials;
- Monitors, processes and records experimental data;
- Ensures that all procedures and treatments are executed;
- Assists with the processing and preliminary diagnosis of pest problems and where possible give suggestions for their management;
- Prepares/ preserves cultures or rears specimens for identification and research;
- Assists in the preparation of reagents (chemicals) and other materials, and equipment required for laboratory and field experiments;
- Assists with preparing and maintaining detailed inventories for controlling and monitoring the use of equipment, supplies and materials; giving timely notice of needs for replacement to supervisor;
- Assists with transfer of technology to extension officers, farmers, open day, field days;
- Accompanies supervisors on farm visits and other holdings in relation to pest problems;
- Assists in the sourcing acquisition of materials, equipment and supplies for the assigned Post Entry Quarantine unit;
- Helps in compiling and maintaining all relevant experimental, pest identification, diagnostic advisory and regulatory records where necessary;
- Attends workshops, seminars and training sessions;
- Performs any other related functions from time to time.

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

#### ***Core:***

- Good oral communication skills
- Good written communication skills
- Good interpersonal skills
- Takes Initiative
- Teamwork and cooperation
- Planning and organizing skills
- Customer and quality focus

#### ***Technical:***

- Excellent knowledge of laboratory techniques
- Methodical
- Good working knowledge of computer software: Word, Excel
- Knowledge of quarantine procedures and standards.
- Knowledge of associated disciplines within and beyond the Plant Quarantine mandate.

**Minimum Required Qualification and Experience**

- Associate Degree in Agriculture from CASE or other reputable institution

**Special Conditions Associated with The Job**

- Exposure to hazardous pesticides and other harmful laboratory reagents.
- Exposure to dust, bacterial and fungal spores.
- Possible exposure to long hours in the field and also rain soak.
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 12<sup>th</sup> October, 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