



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 403

OSC Ref. C. 4858⁴⁶

28th 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 **Senior Laboratory Attendant (LMO/TS 3) – (Not Vacant)** in the **Agricultural Land Management Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$20,081 - \$27,007 per week.

Job Purpose

Under the direct supervision of the Senior Laboratory Technician (SOG/ST 4), the Senior Laboratory Attendant (LMO/TS 3) manages and supervises the preparation of samples, cleaning of glassware and apparatus for use by laboratory technicians in conducting analytical work. The incumbent is also responsible for the supervision of packing, sorting and retrieving items including chemicals from the storeroom and making them available to Technicians when required. There is the requirement to provide information to clients and to conduct demonstrations to students on the drying, milling and sorting of samples.

Key Responsibilities

Technical/Professional:

- Prepares samples for analyses (washing, milling and or drying as required);
- Collects De-ionizes Water from deionizer and distributed to storage containers;
- Washes and packs Laboratory glassware in trays;
- Removes equipment and/or chemicals from Store Room as requested by technicians;
- Samples retrieved from laboratory and placed in the store room;
- Cleans and re-stocks Laboratory facility;
- Maintains Laboratory in a safe environment;
- Provides demonstrations on drying, milling and sorting of information to clients effectively;
- Participates in the conduct of inventories and the ordering of equipment and supplies for the Laboratory;
- Cleans and re-stocks the Laboratory facility;
- Maintains a safe and secure environment in the Laboratory;
- Demonstrates to students the drying, milling and sorting processes utilized in preparing samples;
- Provides information to clients.

Other:

- Secures the Soil Laboratory at the end of the day;
- Assists with general cleaning of laboratory and equipment;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Good oral and written communication skills
- Good interpersonal skills
- Good customer relations skills
- Methodical
- Good planning and organizing skills

Technical

- Basic knowledge of chemistry and laboratory procedures and practices
- Good display of the use of laboratory equipment
- Good display of proper laboratory techniques
- Knowledge of basic computer applications
- Basic knowledge of the ISO standards

Minimum Required Qualification and Experience

- Five (5) CXC subjects including English Language, Mathematics and a science subject and three (3) years related experience.

Special Condition Associated with The Job

- Exposure to harmful chemicals, fumes and dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th 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

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