



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. 460
OSC Ref. C. 4858⁴⁶

1st November, 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 post of **Pest Risk Analysis (SOG/ST 7) – (Not Vacant)** in the **Plant Quarantine Produce Inspection Branch (Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the direct supervision of the Chief Plant Quarantine/ Produce Inspector (SOG/ST 9) the Manager, Pest Risk Analysis (SOG/ST 7), is responsible for providing expert leadership in monitoring, evaluating, and anticipating trends in pest prevalence in trade and domestic distribution. The incumbent is also responsible for managing the phytosanitary risk involved in the importation of plants, and commodities in accordance with national legislation, international agreements, Government policy, and client's requirements.

Key Responsibilities

Management/Administrative:

- Participates in Agricultural Industry forums and working groups;
- Participates as a Committee member to assess recommendations for Import Permits;
- Oversees the preparations of the Pest Risk Analysis in accordance with the International Plant Protection Conventions;
- Supports the development and implementation of Food Security Programmes;
- Represents the Ministry at conferences, workshops, and seminars locally and internationally;
- Evaluates scientific developments in the field of plant epidemiology and surveillance;
- Liaises with counterparts on export/import related matters concerning phytosanitary measures;
- Collaborates with RADA, Research and Development Division on matters relating to pest surveillance;
- Provides advice to the Chief Plant Quarantine Officer concerning probable effects of alternative solutions of Pest Management;
- Develops a detailed plan of action, in collaboration with the relevant parties, including targets and deadlines.

Technical/Professional:

- Develops statistically sound sampling procedures for survey of quarantine significant pests;
- Develops and applies mathematical, statistical, economic, and other scientific methods and techniques to analyze problems of pest risk mitigation, emergency planning and area-wide management;
- Identifies and participates in proposing scientific inquiry for wide area Pest Management and Agricultural Inspection Programmes;
- Co-ordinates Pest Risk Assessments of significant scope of complexity in support of trade in imported and exported plants and plant products;
- Develops specific recommendations/solutions to problems identified;
- Monitors and responds to requests for information for conducting Pest Risk Analysis for Jamaican produce;
- Designs, evaluates, and optimizes comprehensive strategies for detecting incipient populations of exotic pests of plants;
- Conducts detailed analysis of data collected;
- Prepares and issues reports of findings and recommendations.

Human Resource:

- Monitors and evaluates the performance of direct report, prepares Performance Appraisal, and recommend and /or initiates corrective action where necessary to improve performance and/or attain established personal and organizational goals
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching;
- Ensures the developmental needs of the staff in the 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.

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

- Excellent oral and written communication skills
- Strong leadership and management skills
- Strong customer service and quality focus skills
- Ability to work in teams
- Good problem-solving and decision-making skills
- High level of integrity, professionalism, and sense of service
- Compliance
- Ability to use own initiative

Technical:

- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Strong analytical thinking skills
- Proficiency in the use of the relevant computer applications
- Good knowledge of international standards and agreements related to phytosanitary matters and the trade in agricultural produce
- Good knowledge of plant epidemiology and surveillance
- Excellent knowledge of the operating procedures of the USDA pre-clearance
- Sound knowledge of Pest Management
- Knowledge of the plant quarantine system in Jamaica

Minimum Required Qualification and Experience

- Masters' Degree in Entomology along with one (1) years' work-related experience.
- OR**
- Bachelor's Degree in Agriculture, Biology with an emphasis in Entomology;
 - Three (3) years of working experience in the field of taxonomy.

Special Condition Associated with The Job

- Exposure to Methyl Bromide fumigant used at the Export Complexes in the fumigation process for certain export commodities.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th November, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer