



## Office of the Services Commissions

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### **CIRCULAR No. 513** **OSC Ref. C. 4858<sup>47</sup>**

6<sup>th</sup> December, 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 **Senior Plant Breeding Officer (SOG/ST 6)** in the **Research and Development Division, Bodles, Old Harbour, St. Catherine, 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 Breeding Officer, the Senior Plant Breeding Officer plays a technical and co-ordinating role in the area of Plant Breeding Research. The Senior Plant Breeder assists the Chief Plant Breeder with the development and implementation of research, training, scientific and technical knowledge dissemination, and in the evaluation and implementation of technical co-operation to meet the National Food Security goals.

The incumbent is also a team member in carrying out major phases of complex projects.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Assists with the preparation of the annual Recurrent and Capital Budgets;
- Produces reports (monthly, quarterly and annually);
- Represents the Ministry/Division/Unit at meetings;
- Develops and manages cost-effectiveness of projects;
- Liaises with other Divisions and Units within the Ministry, Rural Agricultural Development Authority (RADA) and other clients/stakeholders;
- Participates in seminars, meetings and conferences representing the Division at different fora.

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

- Identifies and implements Plant Breeding projects;
- Ensures appropriate technologies are developed/adapted or utilized to facilitate Plant Breeding activities;
- Manages/supervises the development, design and execution of experiments;
- Ensures that research findings are presented;
- Assists in on-the-job training of the Plant Breeding Officers to describe cultivars developed and/or improved at the Station;
- Facilitates transfer of knowledge and technologies generated.

##### ***Human Resource:***

- 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 attain 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 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 and quality focus skills;
- Good problem solving and decision making skills;
- Good conflict management skills.

#### **Technical:**

- Knowledge of research procedures;
- Sound knowledge of plant and crop breeding principles and practices;
- Sound background in agronomy or plant physiology;
- Excellent knowledge of good agricultural practices;
- Sound knowledge of crop production;
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures;
- Proficiency in the use of relevant computer applications and software.

### **Minimum Required Qualification and Experience**

- Masters of Science Degree in Plant Breeding from a recognized University;
  - Two (2) years' experience in a related field and at least two (2) publications;
  - Training/Certification in Supervisory Management is desired.
- or**
- Bachelor of Science Degree in Plant Breeding and five (5) years' experience and at least two (2) publications;
  - Project Management and Co-ordination an advantage;
  - Training/Certification in Supervisory Management is desired.

### **Specific Conditions Associated with the Job**

- Exposure to sun, rain and hazardous chemicals;
- Rough terrain;
- Ability to lift 22kg;
- May be required to work on weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19<sup>th</sup> December, 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](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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**