



## Office of the Services Commissions

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### **CIRCULAR No. 515** **OSC Ref. C.4858<sup>45</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 be assigned to/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Plant Quarantine/Enquiry Point Officer (SOG/ST 8) (Not Vacant) - Plant Quarantine/Produce Inspection Branch, Head Office, Hope Gardens**, salary range \$6,820,273 – \$9,172,509 per annum.
2. **Agronomist (SOG/ST 5) (Not Vacant) - Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$3,094,839.00 – \$4,162,214 per annum.
3. **Senior Laboratory Technician (SOG/ST 4) (Vacant) - Agricultural Land Management Division**. salary range \$2,478,125– \$3,332,803 per annum.
4. **Administrative Assistant (GMG/AM 3) (Vacant) - Strategic Planning, Performance and Risk Management Branch, Hope Gardens, Kingston**, salary range \$1,984,305 – \$2,668,670 per annum.
5. **Laboratory Technician 1 (SOG/ST 3) (Vacant) - Agricultural Land Management Division**, salary range \$1,984,305 – \$2,668,670 per annum.
6. **Office Manager (GMG/AM 2) (Vacant) - Mines and Geology Division, Hope Gardens, Kingston**, salary range \$1,550,136 – \$2, 084,761 per annum.
7. **Secretary (OPS/SS 2) (Vacant) - Research and Development Division - Bodles, Old Harbour, St. Catherine** salary range \$1,272,269 – \$1,711,060 per annum.

#### 1. **Senior Plant Quarantine/Enquiry Point Officer (SOG/ST 8)**

##### **Job Purpose**

Under the direct supervision of the Chief Plant Quarantine/Produce Inspector (SOG/ST 9), the Senior Plant Quarantine/Enquiry Point Officer (SOG/ST 8) is responsible for assisting with the management of the Plant Quarantine Produce Inspection Branch, by ensuring that the services extended to internal and external stakeholders are provided in an efficient and timely manner and that the administrative support needed to facilitate the effective functioning of the Export Complexes are provided. The officer ensures that the export facilities are in compliance with national and international food safety standards.

The incumbent also manages Jamaica's Sanitary and Phytosanitary (SPS) Enquiry Point, in compliance with the World Trade Organization Sanitary and Phytosanitary Agreement.

##### **Key Responsibilities**

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

- Reviews requests for import permit;
- Ensures that inventory is stocked with the necessary stationary, cleaning and other supplies;
- Manages Jamaica's Sanitary and Phytosanitary (SPS) Enquiry Point;
- Provides information to relevant industry personnel, such as changes in International Sanitary and Phytosanitary regulations and general import and export regulations and procedures;
- Liaise with relevant regulatory agencies to draft Sanitary and Phytosanitary notifications on new or changed regulations impacting agricultural trade for submission to World Trade Organization;

- Performs the duties of Jamaica's Internet Portal (IP) Editor on the International Plant Protection Convention (IPPC) data base;
- Administers the Ministry's Trade Point System – E-payment System;
- Assists with the preparation of Import Permits manually and electronically;
- Administers the Plant Health Surveillance System;
- Responds to trading partners' requests for information on imports as it relates to Jamaica's regulations and the WTO SPS agreement;
- Represents the Plant Quarantine Unit at meetings, workshops and other functions as directed by the Chief Plant Quarantine Inspector;
- Assists Chief Plant Quarantine inspector in general management of the Plant Quarantine/Produce Inspection Branch;
- Manages import/export database;
- Liaises with Chief Plant Quarantine Inspector to determine strategic areas of training and development that Plant Quarantine Branch needs. Staff evaluated and assessed; Jamaica's Good Manufacturing Practices adopted and implemented;
- Guides exporters compliance with national and international food safety standards and other requirements of trading partners;
- Monitors implementation of Good Manufacturing Practices (GMPs);
- Guides development of Exporters Food Safety Plan according to specifications.

***Technical/Professional:***

- Ensures that inspectors comply with inspection procedures;
- Reviews and approves requests for import permit;
- Administers the Ministry's Trade Point System – E-payment System;
- Manages import/export database;
- Responds to trading partners' requests for information on imports as it relates to Jamaica's regulations and the WTO SPS agreement;
- Keeps Stakeholders informed of relevant SPS measures relating to exports;
- Assists in developing new operational procedures;
- Ensures that Jamaica's information is kept up to date on the IPPC portal;
- Ensures that Quarterly Reports are prepared and submitted;
- Assists in the conducting and preparation of Pest Risk Analyses;
- Ensures that the staff is informed of phytosanitary developments;
- Prepares SPS notifications in collaboration with Chief Plant Quarantine Inspector for forwarding to WTO;
- Co-ordinates Jamaica's dissemination of SPS Newsletter;
- Ensures that Monthly and Annual Reports are prepared for submission to the Head Office;
- Ensures inspection and certification of agricultural commodity processing plants;
- Ensures inspection and certification of imports and exports;
- Visits farms where crops are grown for export to ensure that good agricultural practices are observed and to give advice on possible actions to minimize pest infestation.

***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, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- 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 other related functions assigned from time to time by the Chief Plant Quarantine/Produce Inspector.

**Required Knowledge, Skills and Competencies**

***Core:***

- Ability to lead and work in teams;
- Good leadership skills;
- Good interpersonal skills;
- Excellent customer and quality focus skills;
- Good oral and written communication skills;
- Good presentation skills;

- Ability to impart acquired knowledge in a lucid manner;
- High level of integrity, professionalism and sense of service.

***Technical:***

- Proficiency in the use of relevant computer applications;
- Excellent knowledge of the Plant Quarantine Act and regulations;
- Excellent knowledge of the Ministry's policies and procedures;
- Excellent knowledge of the SPS agreement;
- Good knowledge of international standards and agreements related to phytosanitary matters and the trade in agricultural produce;
- Good knowledge of national and international food safety standards and other requirements of trading partners;
- Excellent knowledge of Good Manufacturing Practices relevant to exports of fresh produce;
- Excellent knowledge in the use of computer and Microsoft applications.

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agriculture, Natural Science or related area;
- Five (5) years' experience at the Senior Plant Quarantine Inspector level;
- Training in Supervisory Management.

**Special Condition Associated with the Job**

- Exposures from time to time to Methyl Bromide fumigant used at the Export Complexes in the fumigation process for certain export commodities;
- Extended working hours to prepare for exhibitions and workshops;
- Island wide travelling to participate in trainings and perform inspections.

**2. Agronomist (SOG/ST 5)**

**Job Purpose**

Under the direct supervision of the Senior Agronomist (SOG/ST 6), the Agronomist (SOG/ST 5) is responsible for undertaking research leading to improved and new crop varieties and production practices. The incumbent is also a team member in carrying out major phases of complex projects.

**Key Responsibilities**

***Management/Administrative:***

- Supervises staff;
- Produces monthly, quarterly and annual reports;
- Manages stocks and equipment;
- Participates in and presents research findings at seminars, meetings and conferences;
- Represents the Ministry at meetings, conferences and other functions.

***Technical/Professional:***

- Prepares Work Programmes;
- Prepares and monitors activities of the Work Programme;
- Implements research activities:
  - Sows seeds
  - Establishes research plots
  - Supervises and carries out crop care activities
- Supervises the execution of experiments;
- Collects and tabulates data for analysis;
- Writes reports;
- Develops production practices and methods for different ecological zones;
- Presents research findings;
- Practices phytosanitary guidelines;
- Establishes and follows Good Agricultural Practices.

***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;
- 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 in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and development 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;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good interpersonal skills;
- Good people management skills;
- Strong leadership and management skills;
- Ability to work with a team;
- Excellent oral and written communication skills;
- Strong customer and quality focus skills;
- Good problem solving and decision making skills;
- Good conflict management skills;
- Good analytical skills.

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

- Knowledge of research procedures;
- Sound knowledge of Agronomy principles and practices;
- Excellent knowledge of Good Agricultural Practices (GAP);
- Sound knowledge of crop production principles;
- Proficient in the use of relevant computer applications and software;
- Excellent knowledge of the Ministry's policies and procedures.

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

- B.Sc. in Agriculture, Agronomy or related discipline with over three (3) years' relevant experience.

**OR**

- Graduate from the College of Agriculture, Science and Education;
- Five (5) years' experience in related field.

### **Special Condition Associated with the Job**

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

### **3. Senior Laboratory Technician (SOG/ST 4)**

#### **Job Purpose**

Under the direct supervision of the Senior Agricultural Chemist (SOG/ST 7), the Senior Laboratory Technician (SOG/ST 4) is responsible for supervising and organizing the Physical, General and Spectrophotometry Laboratory.

The incumbent monitors and validates analytical results from physical and chemical analyses of samples to provide data summaries for soil health which gives support to the Senior Agricultural Chemist, Regional Rural Planner and Regional Land Capability Planner in making recommendations for sustainable land management activities.

## **Key Responsibilities**

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

- Inspects work and provides guidance on procedures, standards and objectives;
- Participates in the preparation of the Organization's Operational Plan;
- Prepares and monitors work schedules and assignments for Laboratory Technicians and Attendants;
- Participates in Divisional meetings;
- Manages inventory of laboratory supplies;
- Participates in management of the Laboratory and Storeroom;
- Monitors the laboratory process flow;
- Keeps records/logs of laboratory activities/results.

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

- Records data pertaining to experimentation and research;
- Commissions and calibrates equipment;
- Prepares stock solution;
- Operates specialized laboratory equipment;
- Monitors analytical data and completes report sheets;
- Participates in the implementation of demand surveys;
- Supervises assigned laboratory activities;
- Performs quality control checks to ensure accuracy of results;
- Assists the Senior Agricultural Chemist with identification and sourcing of appropriate laboratory equipment;
- Supervises and trains Laboratory Technicians;
- Collects and collates analytical data;
- Provides technical support to the Agricultural Chemist for decision making;
- Performs chemical and physical analyses on soil, plant and water samples;
- Monitors inventory and prepares re-orders;
- Co-ordinates proficiency testing activities;
- Remains competent and current through keeping abreast of up-to-date practices, techniques and developments in the field.

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

- 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;
- 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 Division's and Organization's goals;
- Performs any other duties related to the job as assigned from time to time.

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

### ***Core:***

- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Excellent analytical thinking skills;
- Good problem-solving and decision-making skills;
- Good interpersonal skills;
- Good customer and quality focus skills;
- Good time management skills;
- Ability to use own initiative;
- Methodical.

### ***Technical:***

- Sound knowledge of chemistry and laboratory procedures and practices
- Proficiency in the use of laboratory equipment
- Good display of proper laboratory techniques
- Knowledge of basic computer applications

- Sound knowledge of the Government/Ministry's/Division's policies and procedures

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

- BSc Degree in Natural Science or comparable qualification in Laboratory Procedures from an accredited Tertiary Institution;
- At least five (5) years' experience with two (2) years' experience in the area of quality control;
- Sound knowledge of Chemistry would be an asset;
- Training in Supervisory Management would be an asset.

#### **Special Conditions Associated with the Job**

- Exposure to harmful chemicals, fumes and dusts;
- Constant wearing of personal protective equipment.

#### **4. Administrative Assistant (GMG/AM 3)**

##### **Job Purpose**

Under the direction of the Senior Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 5), the Administrative Officer (GMG/AM 3) provides administrative and technical support to the Division.

##### **Key Responsibilities**

###### ***Management/Administration:***

- Collates Plans/Data/Reports from various Divisions of the Ministry and Agencies information which the Division needs for plans and reports;
- Acts as a focal point for the dissemination of information within the Division;
- Assists the Senior Director, Performance Monitoring and Evaluation Analysts in finding out problems, and providing the necessary information sought;
- Prepares and maintains a log of assignments to the Division to aid MOAF's compliance;
- Provides a framework for Tracking Team assignments;
- Provides support to the Division for meetings and events planning;
- Attends meetings, workshops/seminars and conferences and other events;
- Records, sorts and dispatches in-coming and out-going correspondence;
- Updates files and procedural manuals;
- Updates and maintains Attendance Register and prepares Productivity Monthly Report;
- Receives and routes telephone calls;
- Records and delivers all correspondences for the Division;
- Procures all the necessary supplies, equipment and services for the Division, including ensuring invoices are paid;
- Assists Senior Director in preparing Budget, Cash Flow and Procurement Plan for Division;
- Maintains inventory of the Division's supplies and equipment;
- Updates Leave Records and submits leave applications on behalf of staff to the Director of Human Resource Management;
- Maintains a Register of all stakeholders needed to inform on development of plans and reports;
- Ensures that customers' expectations are met.

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

- Prepares and submits Plans, Reports, Minutes, Agenda and other documents including the Minister's report;
- Organizes, monitors and updates planned programmes, activities and appointments;
- Reviews documents to ensure mainstreaming of cross-cutting themes such as gender and climate change;
- Assists with preparing a range of official and routine documents including Ministry; Reports and correspondence;
- Conducts site visits and surveys for programmes, projects and other initiatives;
- Co-ordinates meetings convened by the Senior Director, Senior Performance M&E Analyst, Performance Monitoring and Evaluation Analysts and Research/Planning Analysts including planning Attendance Rosters for meetings;

- Co-ordinates responses to external requests for information and advises on SPPME matters as directed;
- Provides secretarial and administrative support to internal and external meetings which includes drafting agenda, recording and transcribing minutes and circulating documents for meetings, seminars and conferences;
- Prepares/compiles appropriate meeting documents and ensures follow through with post-meeting actions and decisions;
- Maintains an up-to-date database of confidential and classified data and records;
- Assists in maintaining effective liaisons with Ministry personnel, Agencies and Sector interests and external organizations;
- Performs administrative support for gender mainstreaming activities in the Ministry for both internal and external stakeholders;
- Conducts research and provides information to Unit's staff and other internal personnel;
- 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;
- Ability to use own initiative;
- Integrity;
- Good interpersonal skills;
- Customer and quality service skills;
- Teamwork and co-operation.

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

- Basic Accounting skills;
- Proficient in the use of relevant office applications;
- Good planning and organizing skills;
- Good leadership skills;
- Sound knowledge of office operations and practices;
- Knowledge of the operations of Government's/Ministry's policies and procedures.

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

- First Degree in Public Administration, Public Sector Management, Humanities, Social Science.
- OR**
- Associate Degree with one (1) year's working experience in an office environment.
- OR**
- Diploma in Business Management with two (2) years' experience in an office environment.

### **Special Conditions Associated with the Job**

- May occasionally be required to work beyond normal working hours and on weekends;
- Officer is required to travel in the execution of duties;
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

## **5. Laboratory Technician 1 (SOG/ST 3)**

### **Job Purpose**

Under the direct supervision of the Senior Laboratory Technician (SOG/ST 4), the Laboratory Technician (SOS/ST 3) exercises responsibility for chemical and physical analyses of soil, plant tissue and water samples. The incumbent is also responsible for the calibration of instruments, based on standard operating procedures and accurate recording of results used to determine components and properties, which are used to make recommendations on crop sustainability and fertilizer use for agriculture.

### **Key Responsibilities**

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

- Measures and weighs ingredients used in testing;
- Prepares samples and leaching solutions;
- Prepares work stations and cleans area after use (Process includes neutralizing acid spills, which may occur);

- Performs chemical analyses on soil samples to determine pH, total nitrogen, electrical conductivity, chloride, potassium, phosphate, organic matter, exchangeable acidity, moisture, exchangeable cations and trace elements;
- Performs chemical analyses on plant samples to determine levels of nitrogen, phosphate, potassium, calcium magnesium, iron, zinc, copper and manganese;
- Performs chemical analyses on water samples to determine electrical conductivity, pH, total soluble salts chloride and sulphur;
- Performs chemical analyses on fertilizer and other compound, both organic and inorganic, for nitrogen, phosphate and potash;
- Performs physical analyses on soil (%sand, %salt, %silt, %clay), percentage moisture in soils, infiltration rate in soils;
- Calculates and records the reading after the analyses are done;
- Calibrates machine and operates lab equipment which assists in the analysis of samples;
- Participates in exhibitions, shows and demonstrations for high and tertiary students.

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

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

- Excellent oral and written communication skills;
- Strong analytical thinking skills;
- Good problem solving and decision making skills;
- Good interpersonal skills;
- Methodical;
- Good time management skills;
- Good customer and quality focus skills;
- Good teamwork and co-operation skills.

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

- Knowledge of chemistry and laboratory procedures;
- Proficiency in the use of laboratory equipment;
- Knowledge of internationally accepted laboratory procedures;
- Knowledge of relevant computer applications;
- Sound knowledge of the Government's/Ministry's policies and procedures.

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

- CXC/GCE passes in English Language, Mathematics, Chemistry and one other subject;
- One (1) year experience working in a laboratory environment.

### **Special Condition Associated with the Job**

- Exposure to harmful chemicals, fumes and dusts.

## **6. Office Manager (GMG/AM 2)**

### **Job Purpose**

Under the supervision of the Human Resource Management and Administration Manager (GMG/SEG 1), the Office Manager (GMG/AM 2) is responsible for coordinating support activities to ensure organizational efficiency and effectiveness. Work includes procurement of goods and services, stock management and control, maintaining personnel and administrative records, supervision of drivers, records clerk, receptionist and ancillary staff.

### **Key Responsibilities**

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

- Participates in the preparation of the Branch's/Section's annual Operational Plan and Budget;
- Prepares and submits reports;
- Convenes and participates in meetings relevant to role and function;
- Attends meetings or conferences to obtain or disseminate information regarding issues and programmes relating to the Section's work;
- Tracks time-sensitive events to meet deadlines.



**Technical/Professional:**

- Ensures the provision of efficient receptionist and telephone services;
- Ensures that the switchboard and its extensions as well as direct telephone lines are in good working condition, and addresses any staff-related problems associated with telephones;
- Demonstrates use of telephone to new members of staff or wherever it is necessary;
- Ensures that the environment at the reception area is hospitable and that staff members assigned perform satisfactorily;
- Ensures the provision of ancillary services throughout the Division;
- Liaises with Section heads regarding the provision of accommodation, furniture and equipment for staff;
- Oversees the provision of support services by Office Attendant;
- Investigates complaints regarding the provision of a safe and healthy work environment and decides on the course of action to be taken;
- Liaises with the Registrar in relation to the delivery of mails and urgent items;
- Prepares requisitions for supplies and services;
- Ensures that appropriate Quotations are obtained;
- Ensures that zero-rated documents are submitted to suppliers;
- Manages resources;
- Allocates goods to members of staff upon request;
- Supervises Security Personnel in accordance with established guidelines;
- Convenes and participates in meetings relevant to role and function;
- Participates in the development of the Unit's operational objectives and standards;
- Contributes to budget development;
- Maintains a current office inventory;
- Schedules servicing of office equipment;
- Arranges for the disposal of unserviceable goods/equipment;
- Ensures that the purchasing and maintenance of office equipment is done in accordance with Government's procurement guidelines;
- Maintains adequate stock levels of stationery;
- Ensures that the physical plant and office environment is clean, safe and comfortable;
- Organizes refreshments and accommodation for meetings, and assists with field activities as the need arises;
- Attends Technical Meetings.

**Human Resources:**

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective goal setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division;
- Completes performance evaluation;
- Prepares Individual Work Plan;
- Aids direct reports in preparing Work Plans;
- Performs other related duties that may be assigned from time to time by the Commissioner.

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

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Strong customer and quality focus skills;
- Good problem solving and decision making skills;
- Good time management skills;
- Good interpersonal skills;
- Methodical;
- Teamwork and co-operation;
- Ability to use own initiative

**Technical:**

- Knowledge and skills in Records Management, Asset Management and Fleet Management;

- Knowledge of the GOJ Procurement Guidelines;
- Knowledge of Fiscal Management;
- Knowledge of Project Management;
- Proficiency in the use of relevant computer applications.

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

- Associate Degree in Human Resource Management/Public Administration/Management Studies or related field;
  - At least one (1) years' experience in a similar role;
  - Training in Supervisory Management.
- OR**
- Diploma in Human Resource Management/Public Administration/Management Studies or related field;
  - At least two (2) years' experience at a Supervisory level.

### **Special Condition Associated with the Job**

- Required to work outside of normal working hours on a regular basis.

## **7. Secretary (OPS/SS 2)**

### **Job Purpose**

Under the supervision of the Human Resource Management and Administration Manager (GMG/SEG 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative support services for the efficient operation of the office of the Human Resource Manager.

### **Key Responsibilities**

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

- Types reports, letters, memoranda, and other documents as directed;
- Records and dispatches incoming and outgoing correspondence;
- Organizes relevant information and documents for interviews;
- Ensures that all outgoing documents are adequately prepared for dispatch;
- Types letters, reports, Minutes, memoranda and miscellaneous documents;
- Maintains and updates Filing System;
- Receives, screens and dispatches all phone calls;
- Maintains Travel Registry;
- Updates Appointment Diary;
- Dispatches monthly Attendance Reports;
- Processes routine correspondence;
- Photocopies documents;
- Maintains stationery supplies;
- Monitors Telephone Operator relief schedule;
- Maintains Birthday Register;
- Prepares Orientation documents;
- Assists in new employee orientation process;
- Co-ordinates holiday/intern schedule;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good interpersonal skills;
- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Good teamwork and co-operation;
- Good planning and organizing skills;
- Integrity;
- Compliance;
- Good time management skills;
- Good problem-solving and decision-making skills;

- Ability to managing Client Interface.

**Technical:**

- Excellent secretarial skills;
- Proficiency in the relevant computer applications;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Knowledge of record-keeping, office procedures and HR/GOJ policies;
- Ability to record and transcribe Minutes.

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

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**