



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 11 **OSC Ref. C. 4858⁴⁶**

5th January, 2024

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 **Research Assistant (SOG/ST 4)**, in **Public Gardens and Zoo Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$2,478,125 – \$3,332,803 per annum.

Job Purpose

Under the direction of the Botanist/Education Officer, the Research Assistant is responsible for assisting in the development and implementation of botanical projects to enhance the primary roles of the Gardens and Scenic Avenues with emphasis on education, conservation and research.

Key Responsibilities

Management/Administrative

- Assists with the co-ordinating of conservation and maintenance of biodiversity activities;
- Provides botanical information to the public;
- Prepares and submits reports
- Assists in the development of educational programmes and materials;
- Assists in preparing and collating information for exhibitions and displays;
- Prepares materials for tours and train Tour Guides;
- Assists in the preparation of scientific and technical papers;
- Implements programmes for promoting/marketing the gardens, and scenic avenues developed and implemented;
- Assists in managing data collection and field operations;
- Prepares and submits Unit budget.

Technical/Professional:

- Assists with the development and execution of research programmes for the Branch;
- Assists in the maintenance of records of the botanic collection including scientific name, local name, location, origin, uses, etc.;
- Assists in the identification and labelling of all major plant specimens within the Gardens and Scenic Avenue;
- In collaboration with related Agencies, conducts on a continuous basis, conservation and biodiversity activities and maintenance of plants, Gardens and Scenic Avenues;
- Organizes and conducts guided tours of the Gardens for special interest groups and educational institutions;
- Assists with the taxonomy of plants in the botanical gardens;
- Conducts research on key plant species within the Botanical gardens and scenic avenues;
- Conducts field work, including photography of habitats and selected plant species;
- Conducts literature research on plants;
- Assists with conducting floristic surveys;
- Assists with the planning and organizing of displays and exhibits at Horticultural and Agricultural Shows, environmental and botanical expositions;
- Assists with developing educational programmes for promoting/marketing of the Gardens and Scenic Avenues.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good customer and quality focus skills
- Excellent planning & organizing skills
- Good time management skills

- Ability to work in teams
- Compliance and Integrity
- Ability to motivate staff.
- Good problem solving and decision making skills
- Good conflict management skills
- Good interpersonal skills
- Good presentation skills

Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Good marketing skills
- Proficient in the use of research software and methodologies
- Proficiency in the use of relevant computer application.
- Good knowledge of conservation and Biodiversity activities
- Good Report writing skills

Minimum Required Qualification and Experience

- Bachelor's degree in Plant Science from an accredited tertiary institution with at least one (1) year experience in Botanical research.
- OR**
- Associate degree in Natural Science from an accredited tertiary institution with at least three (3) years' experience in Botanical research.

Specific Conditions Associated with the Job

- Required to work under extreme conditions (dust and water) on occasions.
- May be exposed to harassment, threats and abuse from workers.
- Extensive travelling in the execution of duties.

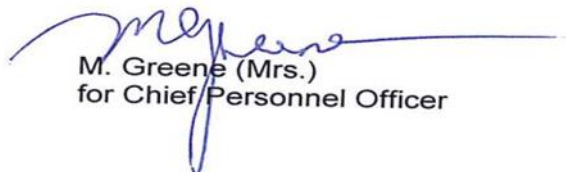
Applications accompanied by résumés should be submitted **no later than Thursday, 18th January, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6.**

Email: 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.


M. Greene (Mrs.)
for Chief Personnel Officer