

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. 68
OSC Ref. C. 4858⁴⁷

5th February, 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 be assigned to the post of **Research Assistant (Greenhouse) (SOG/ST 3) (Not Vacant)** in the **Research and Development Division, (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

Under the direction of the Post Entry Quarantine Officer (Seed Pathology) (SOG/ST 5), the Research Assistant (Green House) (SOG/ST 3) will assist with the execution, management and monitoring of research under laboratory, greenhouse and field conditions, as well as pest identification, diagnostic and advisory services.

Key Responsibilities

Technical/Professional:

- Assists with the implementation of field and laboratory trials by preparation of the necessary equipment and materials;
- Monitors, processes and records experimental data;
- Ensures that all procedures and treatments are executed;
- Assists with the processing and preliminary diagnosis of pest problems and where possible give suggestions for their management;
- Prepares/ preserves cultures or rears specimens for identification and research;
- Assists in the preparation of reagents (chemicals) and other materials, and equipment required for laboratory and field experiments;
- Assists with preparing and maintaining detailed inventories for controlling and monitoring the use of equipment, supplies and materials; giving timely notice of needs for replacement to supervisor;
- Assists with transfer of technology to Extension Officers, Farmers, Open Day, Field Days;
- Accompanies supervisors on farm visits and other holdings in relation to pest problems;
- Assists in the sourcing acquisition of materials, equipment and supplies for the assigned Post Entry Quarantine Unit;
- Helps in compiling and maintaining all relevant experimental, pest identification, diagnostic advisory and regulatory records, where necessary;
- Attends workshops, seminars and training sessions;
- Performs any other related functions from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Ability to use own initiative
- Teamwork and co-operation
- Good planning and organizing skills
- Customer and quality focus

Technical:

- Excellent knowledge of laboratory techniques
- Methodical
- Good working knowledge of computer software: Word, Excel
- Knowledge of quarantine procedures and standards
- Knowledge of associated disciplines within and beyond the Plant Quarantine mandate

Minimum Required Qualification and Experience

- Associate Degree in Agriculture from CASE or other reputable institution.

Special Conditions Associated with The Job

- Exposure to hazardous pesticides and other harmful laboratory reagents;
- Exposure to dust, bacterial and fungal spores;
- Possible exposure to long hours in the field and also rain soak;
- Occasional long working hours.

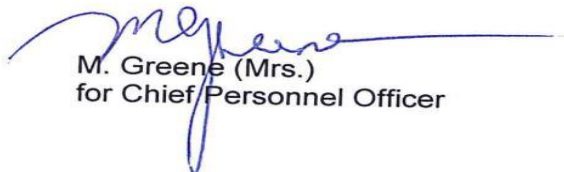
Applications accompanied by résumés should be submitted **no later than Monday, 19th February, 2024 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer