

CIRCULAR No. 64
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 fill the following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Veterinary Medical Technology (HPC/VMT 2) - Veterinary Services Division**, salary range \$3,477,245 - \$4,133,352 per annum.
2. **Administrative Assistant (GMG/AM 3) - Agricultural Economic Planning and Policy Development Branch**, salary range \$1,984,305 - \$2,668,670 per annum.
3. **Administrator (GMG/AM 2) - Mining/Minerals Policy Planning and Development Branch**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Senior Veterinary Medical Technology (HPC/VMT 2)

Job Purpose

Under the direct supervision of the Senior Veterinary Biochemical Analyst (SOG/ST 6), the Senior Veterinary Medical Technologist (HPC/VMT 2) is responsible for ensuring that animal protein is safe and wholesome for human consumption. The incumbent engages in aspects of sampling, testing, generating lab diagnosis information needed in the field, to protect and maintain the health of the animal population.

Key Responsibilities

Management/Administrative:

- Represents the Ministry at meetings, conferences and workshops;
- Educates and trains other Laboratory Members through presentations and lectures.

Technical/Professional:

- Analyzes samples of animal origin using microbiological, serological and parasitological techniques;
- Analyzes samples of animal and human origin for leptospirosis;
- Prepares and autoclaves media to be used in microbiology as well as leptospirosis;
- Registers and documents samples;
- Calculates and documents results into workbook;
- Analyzes and calculates laboratory results and prepares results and invoices;
- Assists in training Interns and other members of staff in the area;
- Files and maintains laboratory documents (sample submission forms, sub-contractors and daily assignment sheets);
- Assists with the implementation of quality assurance systems geared towards international accreditation for the Laboratory;
- Assists with the procurement of laboratory reagents, equipment and other media supplies;
- Communicates results to Veterinary Officers and Medical Doctors;
- Ensures proper inventory keeping of laboratory supplies, reagents and equipment.

Human Resource:

- Supervises work experience and holiday employees.

Other:

- Assists with the collection of surveillance samples from across the Island;
- Assists Veterinarians in Post Mortem;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and time management skills
- Good analytical thinking skills

- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good customer and quality focus skills
- Excellent teamwork and cooperation
- Ability to use own initiative
- Compliance
- Adaptability

Technical:

- Good theoretical knowledge and practical skills in Media Preparations
- Good knowledge and practical skills in Food Microbiology
- Good knowledge in serological techniques
- Good working knowledge of research method and investigative analysis
- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant Computer Applications and Chemistry Software
- Good knowledge in Laboratory procedures
- Technical and practical skills in the area of Diagnostic Microbiology
- Technical and practical skills in the area of Water Microbiology

Minimum Required Education and Experience

- Bachelor of Science Degree in Medical Technology from an accredited Tertiary Institution;
- Six (6) months on the job experience;
- Licence and registration by the Ministry of Health.

Special Conditions Associated with the Job

- Exposure to hazardous fumes from solvents and acids;
- Hazardous radiation;
- Exposure to excess noise from equipment;
- Exposure to pathogenic micro-organisms.

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direction of the Senior Director, Trade in Agriculture (SOG/ST 9), the Administrative Assistant (GMG/AM 3), is responsible for the provision of administrative support for the Section and liaises with other Divisions, Branches and External Agencies on behalf of the Senior Director. The incumbent is also required to maintain a proper Filing System to facilitate easy access and security of files thus ensuring the smooth operation of the Section. Additionally, the incumbent provides support for the preparation of the Division's plans and reports as well as for meetings and events planning.

Key Responsibilities

- Receives, reads and screens incoming correspondence and reports; makes preliminary assessment of material and follows up to ensure that action is completed;
- Accesses and sends E-mails via the Internet;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs a range of administrative duties including preparing invoices, estimates, co-ordinating meetings, etc.;
- Receives and screens visitors prior to audience with the Senior Director;
- Manages the Senior Director's appointment Diary including liaising with internal and external personnel as necessary;
- Responds to requests, inquiries and complaints from organizations and the general public;
- Refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes Minutes for circulation;
- Conducts researches, collates, sorts and disseminates information as required;
- Researches and collates documents for conferences and press briefings;
- Responds to routine correspondence;
- Monitors matters that have been passed to Officers' Desks for action;
- Accompanies the Senior Director to meetings, seminars and conferences, takes notes, and records Minutes, as required.

- Arranges meetings, conferences and other events as directed by the Senior Director by notifying participants, arranging accommodation, preparing Agendas and material for presentation and information;
- Writes Itineraries and arranges site visits;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Senior Director's signature;
- Ensures compliance within budgetary constraints;
- Keeps records of all deadlines to be met and important matters to be dealt with and interfaces with the relevant officers;
- Performs any other related duties which may be assigned by the Senior Director.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer and quality focus skills
- Good presentation skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills
- Excellent teamwork and co-operation
- Ability to demonstrate a high level of initiative and integrity
- Ability to demonstrate a high level of confidentiality and professionalism

Technical:

- Good knowledge of general office administration and procedures
- Good minutes and report writing skills
- Ability to transcribe material in a clear, accurate and an acceptable manner
- Good records and file management skills
- Proficiency in the use of Microsoft applications
- Sound knowledge of manual and web-based research techniques
- Good knowledge of the operations of the Government/Ministry
- Proficiency in speed writing and typewriting would be an asset

Minimum Required Education and Experience

- Associate Degree in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Three (3) years' experience in an administrative capacity.

OR

- Diploma in Management/ Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
- Four (4) years' experience in an administrative capacity.

Special Conditions Associated with the Job

- May be required to travel with the Senior Director to meetings, conferences, and seminars Island wide;
- Required to meet tight deadlines;
- May be required to work on weekends and holidays.

3. Administrator (GMG/AM 2)

Job Purpose

To provide administrative support to the Principal Director, Mining/Minerals Policy, Planning and Development in order to ensure that the operations of the Branch are carried out in an efficient manner.

Key Responsibilities

Administrative:

- Compiles, stores and retrieve management data;
- Researches and provides information to the Principal Director, Mining/Minerals Policy Planning and Development in the preparation of reports;

- Prepares the Annual Budget and Weekly Cash Flow of the Branch's expenditure;
- Reviews and compiles contracts for submission;
- Responds to queries from stakeholders;
- Liaises with internal Units and external Agencies in response to queries within the Sector;
- Monitors the Financial Performance of the Branch using the electronic performance monitoring system and provide regular updates to the Principal Director, Mining/Minerals Policy, Planning and Development;
- Contacts suppliers to obtain quotations for the procurement of equipment etc.;
- Prepares the requisition of items and arranges for the receipt of these items;
- Distributes items upon receipt;
- Requests and maintains an adequate supply of office stationery;
- Ensures that telephone bills are reconciled, and payments are made in respect of toll calls;
- Prepares Requisition Forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Assists in the preparation of the Corporate and Operational Plan for the Branch;
- Makes photocopies, prints, binds and dispatches documents;
- Maintains an effective general filing system;
- Prepares resource material and packages for participations of seminars, workshops and retreats;
- Co-ordinates activities for the Executive Staff Meeting, attends meetings, take notes and prepares Minutes;
- Takes Action Minutes at meetings and circulates them as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer and quality focus skills
- Ability to work on own initiative
- Excellent planning and organizing skills
- Excellent teamwork and co-operation skills
- Good analytical thinking skills
- Good interpersonal skills
- Integrity

Technical:

- Knowledge of the principles of administrative management.
- Ability to communicate effectively
- Excellent Records Management skills
- Excellent presentation skills
- Ability to create, compose and edit written material
- Proficiency in Microsoft Office
- Excellent knowledge of Government operations and protocol
- Ability to manage workloads and prioritize amongst conflicting demands

Minimum Required Education and Experience

- Diploma in Public/Administrative Management, Management Studies or equivalent from an accredited institution;
- Two (2) years related work experience.

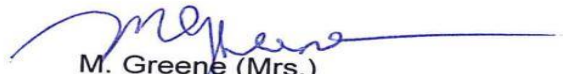
Applications accompanied by résumés should be submitted **no later than Monday, 19th February, 2024 to:**

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

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