



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

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31st 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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Technical Co-ordinator (GMG/SEG 2) (Vacant) - Policy, Planning and Project Management Division**, salary range \$3,770,761 to \$5,071,254 per annum.
2. **Public Procurement Manager (GMG/SEG 2) (Not Vacant) - Public Procurement Branch**, salary range \$3,770,761 to \$5,071,254 per annum.
3. **Senior Laboratory Attendant (LMO/TS 3) (Not Vacant) - Agricultural Land Management Division**, salary range \$20,081 - \$27,007 per week.

1. Technical Co-ordinator (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Chief Technical Director, Policy, Planning and Project Management (GMG/CTD 1), the Technical Co-ordinator (GMG/SEG 2), is responsible for providing technical and administrative support for the effective functioning of the Office of the Chief Technical Director.

Key Responsibilities

Management/Administrative

- In collaboration with the Chief Technical Director, reviews the plans, projects and programmes of the Office which falls under the ambit of the Policy, Planning and Project Management Division and prepares guidelines to ensure the efficient operation of the Division;
- Assists with the preparation of the objectives of the Division;
- Represents the Ministry at meetings, conferences, seminars and workshops;
- Provides technical information and advice to Directors, Managers and other members of staff;
- Prepares and submits reports and documents as requested;
- Participates in the Strategic Planning and preparation of the Operational Plan for the CTD;
- Consults with Agencies, Agro Parks, JEA, and other business interests on agricultural related activities;
- In collaboration with the CTD, prepares speeches for the launch of projects and programmes for the Honourable Minister;
- Prepares and plans work schedules/Work Plans for the Office and ensures follow up processes are completed;
- Prepares itinerary for Consultants and members of Technical Teams on official visits to Ministry of Agriculture, Fisheries and Mining;
- Liaises with the Executive Office to make arrangements for official overseas travel for the Chief Technical Director.

Technical/Professional

- Conducts technical research and analysis and presents findings to the Chief Technical Director;
- Documents matters of a sensitive nature which have technical implications for the Ministry;
- Keeps the Chief Technical Director abreast of agricultural issues that has direct impact on the Ministry;
- Compiles, analyzes and interprets performance metrics for projects/programmes;
- Monitors technical performance issues;
- Facilitates technical support;

- Prepares written reports that proactively identify opportunities for managements reviews; this would include both service and product performance;
- Undertakes special research projects that falls under the ambit of the CTD – Policy, Planning and Project Management and prepares reports on results to the Chief Technical Director;
- Consults and advises Directors, Managers and other stakeholders on agricultural related issues (as it relates to Policy, Planning and Project Management Division) and provides recommendations as to the solutions to the various problems;
- Represents the Chief Technical Director at meetings to ensure that issues which may impact on the Office are dealt with;
- Assists with the preparation of Cabinet Submissions, Cabinet Notes, Speeches and Status Reports;
- Prepares and compiles overall reports from various stakeholders relating to the Directorate;
- Provides direct support to both internal and external partners;
- Prepares and monitors work schedules/plans for the Office;
- Plans, organizes and implements all logistical work-related visit of technical experts, workshops and other relevant meetings which fall under the purview of the Directorate;
- Liaises with the Finance and Accounts Division regarding requests for budgetary requirements;
- Prepares any other duties assigned by the Chief Technical Director or Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral, and written communication skills
- Excellent presentation skills
- Excellent leadership and management skills
- Excellent customer and quality focus skills
- Highly developed interpersonal skills and influencing skills
- Strong problem-solving and decision-making skills
- Excellent time management
- Excellent conflict management skills
- Strong negotiating, conceptual skills
- Strong planning and organizing skills
- Ability to lead and work with teams
- Ability to think creatively and act independently
- Ability to observe and maintain confidentiality in the performance of duties
- Demonstrated ability to build partnerships, establish and maintain effective working relationships with a wide cross section of professionals and organizations
- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines

Technical:

- Sound knowledge of the operations of Government, Public Sector Laws, Regulations and guidelines
- Broad knowledge of Government policy and planning processes
- Thorough understanding of Government processes for policy development and implementation
- Good knowledge of the operations of the Ministry
- Good knowledge of Government's systems and related operational policies
- Knowledge of international best practices
- Knowledge of change management principles and procedures
- Demonstrated emotional intelligence
- Proven skills in strategic and operational planning and management
- Knowledge of protocol and etiquette
- Sound knowledge of appropriate computer applications and technologies
- Good knowledge of research techniques, methodologies and data analysis
- Ability to interface with Senior Government Officials both locally and internationally

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or related area;
- Training in Policy Development would be an asset;
- Training in Agriculture would be an asset;
- Five (5) years' experience in a managerial position in the Public or Private Sector, in an organization of similar size and complexity.

Special Condition Associated with the Job

- Required to travel to functions and events island wide;
- May be required to work for extended hours to finalize assignments;
- May be required to travel overseas in the execution of official duties;
- Required to work on 24-hour call;
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

2. Public Procurement Manager (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Director, Public Procurement (GMG/SEG 4), the Public Procurement Manager (GMG/SEG 2) executes the procurement of goods, consulting and non-consulting services and building construction works requested by the various Departments within the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the Operational Plan and Work Programmes;
- Assists in the preparation of the Procurement Plan for the Ministry;
- Advises the Director of suppliers reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee as instructed by the Director, Public Procurement;
- Provides assistance to the Director, Public Procurement in ensuring that effective and current procurement records are maintained among direct reports;
- Provides assistance to the Director in ensuring that procurement practices conform to the Financial Administration and Audit Act (FAA), Public Procurement Act and Government Procurement Guidelines;
- Acts as Purchasing Agent on behalf of the Ministry of Agriculture and Fisheries as well as local and externally funded projects;
- Participates in the creation/revision of internal procurement policies and procedures for the Ministry;
- Evaluates the performances of the procurement processes along with the Director, Public Procurement;
- Provides oversight to the Procurement Branch in the absence of the Director, Public procurement;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, the Office of the Prime Minister and Organization representatives;
- Assists the Director, Procurement to set priorities and to formulate procedures.

Technical/Professional:

- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurements guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors issuance of purchase orders and follow-up for receipt indicating delivery of goods;
- Assists in the preparation of Budget for the Unit;
- Certifies all invoices, payment orders and commitment vouchers within the relevant thresholds prior to submitting to the Finance and Accounts Division;

- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the Commodity Market to keep current of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner;
- Assists the Director, Public Procurement in disseminating information related to changes in the Government Procurement Guidelines and Procedures and assists in ensuring that implementation is effected within the Ministry of Agriculture, Fisheries and Mining;
- As instructed by the Senior Director, Public Procurement, Liaises with representatives of Funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Liaises with customs brokers to ensure that imported goods are cleared from Wharves and Airports on time and in accordance with established Government Regulations;
- Ensures that the relevant reports are prepared and sent to the Ministry of Finance and the Public Service for all goods, services and works procured by the Ministry of Agriculture, Fisheries and Mining inclusive of cost and locations supplied;
- Acts as E-procurement Co-ordinator and Lead Evaluator;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Ensures that Procurement Committee and Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals are maintained.

Human Resource:

- Monitors and evaluates the performances of direct reports, prepares performance appraisals and recommends and/or initiates corrective actions 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 transfers, promotions, terminations and leave in accordance with established Human Resource Policies and Procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organizations goals.

Other:

- Chairs Tender Opening Exercises conducted at the Ministry of Agriculture, Fisheries and Mining as advised by the Director, Public Procurement;
- Participates in the evaluation of Tenders;
- Performs any other related duties that may be assigned from time to time by the Director, Public Procurement.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relation skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Good planning and organizing skills
- Strong integrity
- Ability to manage external supplier relationships

Technical:

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the relevant Computer Application Software

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
 - Five (5) years' experience in related field;
- or**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
 - Five (5) years' experience in related field;
- or**
- Diploma in Business Administration, Accounting or any related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
 - Seven (7) years' experience in related field.

Special Conditions Associated with the Job

- Motor Vehicle required in travelling island-wide to conduct site visits, meetings, etc.;
- May be required to work beyond normal working hours and on weekends;
- Stressful work environment.

3. Senior Laboratory Attendant (LMO/TS 3)

Job Purpose

Under the direct supervision of the Senior Laboratory Technician (SOG/ST 4), the Senior Laboratory Attendant (LMO/TS 3) manages and supervises the preparation of samples, cleaning of glassware and apparatus for use by Laboratory Technicians in conducting analytical work. The incumbent is also responsible for the supervision of packing, sorting and retrieving items including chemicals from the Storeroom and making them available to Technicians, when required. There is the requirement to provide information to clients and to conduct demonstrations to students on the drying, milling and sorting of samples.

Key Responsibilities

Technical/Professional:

- Prepares samples for analyses (washing, milling and or drying as required);
- Collects De-ionizes Water from Deionizer and distributed to storage containers;
- Washes and packs Laboratory Glassware in Trays;
- Removes equipment and/or chemicals from Store Room as requested by technicians;
- Samples retrieved from Laboratory and placed in the Store Room;
- Cleans and re-stocks Laboratory Facility;
- Provides demonstrations on drying, milling and sorting of information to clients effectively;
- Participates in the conduct of inventories and the ordering of equipment and supplies for the Laboratory;
- Maintains a safe and secure environment in the Laboratory;
- Demonstrates to students the drying, milling and sorting processes utilized in preparing samples;
- Provides information to clients.

Other:

- Secures the Soil Laboratory at the end of the day;
- Assists with general cleaning of Laboratory and equipment;
- 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 interpersonal skills
- Good customer relations skills
- Methodical
- Good planning and organizing skills

Technical

- Basic knowledge of Chemistry and Laboratory procedures and practices
- Good display of the use of Laboratory equipment
- Good display of proper Laboratory techniques
- Knowledge of basic computer applications
- Basic knowledge of the ISO Standards

Minimum Required Qualification and Experience

- Five (5) CXC subjects including English Language, Mathematics and a Science Subject and three (3) years related experience.

Special Condition Associated with the Job

- Exposure to harmful chemicals, fumes and dust.

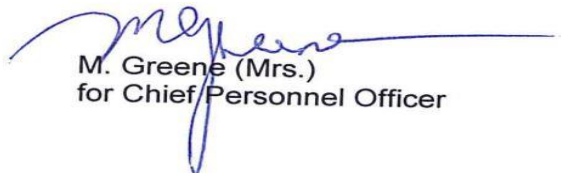
Applications accompanied by résumés should be submitted **no later than Tuesday 13th February, 2024 to:**

**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