

Office of the Services Commissions

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CIRCULAR No. 116 **OSC Ref. C. 4858⁴⁸**

7th March, 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 Ministry of Agriculture, Fisheries and Mining:**

1. **Fumigator (SOG/ST 6) - Plant Quarantine/Produce Inspection Branch/Export Complex Unit (Montego Bay)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Systems Analyst (MIS/IT 5) - Mines and Geology Division**, salary range \$3,770,761 - \$5,071,254 per annum.
3. **Livestock Research Assistant (SOG/ST 3) - Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$1,984,305 - \$2,668,670 per annum.
4. **Payroll Officer (FMG/AT 2) - Finance and Accounts Division**, salary range \$1,550,136 - \$2,084,761 per annum.
5. **Records/Data Input Officer (PIDG/RIM 2) - Plant Quarantine/Produce Inspection Branch (Kingston)**, salary range \$1,550,136 - \$2,084,761 per annum.
6. **Senior Secretary (OPS/SS 3) - Finance and Accounts Division (Hope Gardens)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Fumigator (SOG/ST 6)

Job Purpose

Under the direct supervision of the Manager/Plant Quarantine/Produce Inspector (SOG/ST 7), the Fumigator (SOG/ST 6), is responsible for assisting in building and maintaining an effective and efficient operation at the Export Complex and ensuring fumigation, chill, and ambient storage facilities, preclearance, produce inspection and other services are available to customers.

Key Responsibilities

Management/Administrative:

- Records and maintains fumiscope used to monitor the fumigation process;
- Flushes sewer system on a regular basis;
- Attends meetings, seminars, workshops on behalf of the Unit;
- Supervises spraying to ensure the elimination/control of pest;
- Liaises with exporters to ensure timely delivery of produce in order to maintain fumigation schedule;
- Makes requests for methyl bromide fumigant and ensures supply is kept at the required level;
- Maintains and services water coolers, power wash machine, fire hose reels, camera system (CCTV), security access system, vacuum blower machine and bush cutter;
- Prepares monthly reports on the fumigation process.

Technical/Professional:

- Requests pallets and other necessary equipment by facilitating their procurement;
- Collects and transports equipment and materials purchased;
- Trains new Quarantine Officers to do fumigation;
- Arranges and performs fumigation at the Export Complex;
- Supervises the refilling of the forklift cylinders to ensure that safety procedures are followed;
- Conducts off-site fumigation;
- Maintains and records regular readings of the fumiscope to monitor the fumigation process;
- Monitors Electrical Cooling System for sea containers;
- Identifies and addresses staff needs clearly in timely manner;

- Meets or exceeds staff performance set targets.

Human Resource:

- Monitors and evaluates the performance of direct report, prepares performance appraisal and recommend and/or initiates corrective action, where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of 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 goal;
- Performs any other related duties that may be assigned from time to time by Export Complex Manager, Chief Plant Quarantine/Produce Inspector, Chief Technical Director and Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to use own initiative
- Planning and organizing skills
- Customer and quality focus
- Compliance
- Good interpersonal skills
- Ability to lead and work with team
- High level of integrity

Technical:

- Knowledge of the Ministry's policies
- Knowledge of the Plant Quarantine/Produce Inspection Acts, Regulations and Procedures
- Good understanding of the fumigation process
- Good understanding of equipment and building maintenance
- Good grasp of relevant agreements on Phytosanitary issues
- Good Grasp of relevant international standards
- Good grasp of relevant international agricultural trade issues
- Excellent knowledge of the operating procedures of the USDA pre-clearance programme

Minimum Required Qualification and Experience

- Diploma in Agriculture or equivalent or four (4) CXC subjects including Mathematics and English plus three (3) years' experience in related field.
- OR**
- Three (3) years' experience in a Pest Control Operation and USDA Certified Fumigator.

Special Conditions Associated with the Job

- Available to work on weekends and public holidays;
- Exposure to the fumigant (methyl bromide);
- Exposure to liquid petroleum gas fumes.

2. Systems Analyst (MIS/IT 5)

Job Purpose

Under the supervision of the Commission of Mines, the Systems Analyst (MIS/IT 5) is responsible for managing the information and communication technology (ICT) activities of the Mines and Geology Division to plan, design, implement and administer information systems.

Key Responsibilities

Management/Administrative:

- Participates in the Organization's Strategic Planning process;
- Prepares and monitors the Unit's Operational Plan and Budget, ensuring the work is carried out according to guidelines and agreed targets achieved;
- Prepares ICT Unit Plan;
- Prepares Individual Work Plans;

- Provides guidance/advise to the Commissioner, Deputy Commissioners and Directors on ICT matters;
- Represents the Division at meetings, conferences and other functions as directed;
- Prepares list of Computer Hardware to be insured;
- Prepares monthly activity report for the Unit;
- Supervises the Unit's staff in their daily duties

Technical/Professional:

- Analyses user requirements to design and implement computer systems for all Units in the Division;
- Coordinates network planning, implementation as well as modification;
- Implements Routing and Remote technologies to facilitate Intra-Ministry communication;
- Deploys existing system resources to additional operations;
- Schedules the use of various equipment to optimize output;
- Plans and re-engineers the Division's processes to accommodate technology to achieve efficiency;
- Analyzes data management systems with the mechanism required to design, manage, and implement secure relational Databases;
- Designs and maintains Website for the Division in keeping with the Government of Jamaica's (GOJ) guidelines on Web standards;
- Manages the Division's computer facility by supervising allocation of computer resources and user time;
- Provides staff and users with assistance solving computer related problems, such as malfunctions and programme problems;
- Provides technical assistance and training for the Division's staff;
- Tests, maintain, and monitor computer programmes and systems, including co-ordinating the installation of computer programmes and systems;
- Uses object-oriented programming languages, as well as client/server applications development processes and multimedia and internet technology;
- Confers with clients regarding the nature of the information processing or computation needs a computer programme is to address;
- Expand or modify system to serve new purposes or improve work-flow;
- Determines Computer Software or Hardware needed to set up or alter system;
- Analyzes information processing or computation needs and plan and design computer systems, using techniques such as structured analysis, data modeling and information engineering;
- Develops, document and revise system design procedures, test procedures and quality standards;
- Recommends new equipment or software packages;
- Keeps abreast of new and emerging trends in the industry to learn how to develop programs that meet staff and user requirements;
- Utilizes the computer in the analysis and solution of business problems such as development of integrated production and inventory control and cost analysis systems;
- Prepares cost-benefit and return-on-investment analyses to aid in decisions on system implementation;
- Develops Geographical Information Systems capabilities and acquire applications for spatial data deployment in keeping with GOJ standards;
- Supervises daily operation of GIS support;
- Develops specifications and employ the competitive bidding process for the procurement of the Division's Software as well as Hardware equipment;
- Designs/acquires Training Manuals in requisite Software to facilitate staff training;
- Principally responsible for the security of the Division's Hardware and Software;
- Supervises the introduction of all new technology in the Division in keeping with its overall goal;
- Proposes new ICT strategies and programmes for the Division, primarily to achieve efficiency as well as data security;
- Plans and implements backup procedure for in house data;
- Implements and manages all Electronic Record Management System;
- Implements fault tolerance for Computer Systems;
- Supervises minor repairs and certifies all major repairs;
- Liaises with officers for all ICT related areas to the GOJ;
- Assists in administering and co-ordinating the Access to Information Act;
- Provides ICT support to all bilateral and multilateral projects in the Division;
- Designs and implement an integrated Database for the Division;
- Participates in the GOJ's MIS Officer's Group, ATI Committee, Land Information Council of Jamaica (LICJ) well as other ICT meetings and seminars;
- Participates in the Division's Disaster Preparedness Committee.

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;
- Provides leadership and guidance to staff through effective planning, delegation, communication, coaching, mentoring and training;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Ensures that the staff is aware of and adhere to the policies, procedures and regulations of the Government of Jamaica;
- Ensures the welfare and development needs of staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time by the Commissioner.

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

- Good analytical thinking skills
- Good planning and organizing skills
- Good oral and written communication skills
- Strategic vision
- Good interpersonal skills
- Customer and quality focus
- Good leadership skills
- Ability to use own initiative
- Good problem-solving and decision-making skills

Technical:

- Structured design techniques, tools and principles
- Relational Database Management software
- Integration of Multi-Vendor Application Software
- IT application testing and evaluation techniques
- In-depth knowledge of Application Software Development
- Knowledge of Web Application Software
- Presentation and reporting
- Research and evaluation
- Procurement
- Project Management

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science/Management Information Systems or related areas from a recognized Institution;
- Certificate in Project Management in an ICT Environment;
- Basic knowledge of GIS operations;
- Five (5) years' experience in Systems Analysis and managing a Computer Environment.

Special Conditions Associated with the Job

- Required to work in air-conditioned Server Room with lower temperatures than a typical office environment;
- May be required to work long hours, when the need arises

3. Livestock Research Assistant (SOG/ST 3)**Job Purpose**

Under the supervision of the Senior Livestock Research Officer (SOG/ST 6), the Livestock Research Assistant (SOG/ST 3), is responsible for providing technical support towards the development of husbandry, nutritional, breeding and health care solutions for the Dairy Industry.

Key Responsibilities

Management/Administrative:

- Prepares and maintains records;
- Prepares sales invoices and delivery slips for animals sold;
- Prepares and maintains Inventory Records;
- Manages sanitation and milk quality;
- Manages, stores and monitors the distribution of protective clothing and accessories;
- Prepares and submits Fortnightly Pay Bills;
- Manages Herds;
- Collects and submits data.

Technical/Professional:

- Monitors the feeding and sanitation of neonates;
- Monitors the temperature and sanitation of milk storage;
- Monitors and supervises the cleaning and sanitation of the milking equipment;
- Assists the Senior Livestock Research Officer in the management of research projects through the recording of data;
- Examines flock on a daily basis to ensure that animals are healthy;
- Ensures that breeding patterns and objectives are maintained;
- Provides technical advice to farmers and students visiting the Research Station;
- Monitors and evaluates the growth of young animals.

Human Resource:

- 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;
- 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 any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good teamwork and co-operation skills
- Good problem-solving and decision-making skills
- Good conflict management skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant Computer Applications
- Excellent knowledge of Animal Management Practices
- Good knowledge of electronic data storage and retrieval
- Proficiency in Records Keeping procedures
- Basic knowledge of Laboratory procedures

Minimum Required Qualification and Experience

- Diploma/Associate in Agriculture specializing in Livestock Production and Management;
- One (1) year experience.

Special Conditions Associated with the Job

- Risk of disease transfer from animals;
- Contamination from pesticides;
- Injury from animals and equipment.

4. Payroll Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Manager, Payroll (FMG/PA 2), the Payroll Officer (FMG/AT 2) is responsible for the maintenance of the Salaries Cash Book and the preparation of the Bank Reconciliation for the Salaries Account.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of the Payroll ensuring all relevant information in connection with the payment of salaries are properly entered on the Payroll System;
- Assists with the of Personnel Emolument Schedule of the Annual Budget by supplying the relevant information;
- Prepares Payment Vouchers;
- Prepares Leave and Last Pay Certificate;
- Maintains and balances salary control;
- Maintains record of Salary Particulars of members of staff;
- Performs any other related duties that may be assigned from time to time by the Supervisor, Salaries and the Principal Finance Officer.

Required Knowledge, Skills, and Competencies

Core

- Good oral and written communication skills
- Good customer and quality focus skills
- Good interpersonal skills
- Excellent planning and organizing skills
- Ability to work in teams
- Ability to work on own initiative

Technical

- Knowledge of the FAA Act, other associated legislation, circulars, directives, bulletins
- Good knowledge of GOJ and Ministry's Policies and Procedures
- Knowledge of Government Accounting
- Ability to use Microsoft Office applications viz Word, Excel, Outlook, PowerPoint
- Knowledge of relevant Payroll Software and other applicable computerized Accounting Systems
- Knowledge of Accounts Payables and GOJ's payment process
- Knowledge of Internal Controls

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA – CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second (2nd) year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies/ Business Administration/Management Studies; **or**
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

5. Records/Data Input Officer (PIDG/RIM 2)

Job Purpose

Under the supervision of the Pest Risk Analysis Manager (SOG/ST 7), the Records/Data Input Officer (PIDG/RIM 2) is responsible for managing the Records Management functions of the Branch and organizing electronic copies of Pest Risk Assessments.

Key Responsibilities

- Sorts and records outgoing and incoming mail and determines the cost of postage and delivery method;
- Sorts, classifies, indexes, and files correspondence, completed Pest Risk Assessments and other related Pest Risk Assessments matters on the appropriate file;
- Creates new files;
- Compiles list of all Pest Risk Assessments;
- Inspects files to ensure they are up to date;
- Processes incoming requests, conducts research and provides information;
- Records requests for Bring-Ups (BU's) in the appropriate Register, charges files out and sends it to the relevant officer;
- Records Pest Risk Analysis Files;
- Assists with the annual Ministry wide inventory of records;
- Assists in photocopying documents;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Binds documents;
- Organizes electronic copies of completed Pest Risk Assessments;
- Updates and maintains the Electronic File Tracking System;
- Updates status of completed and pending Pest Risk Analysis on Spreadsheet;
- Disseminates information to the public;
- Performs Front Desk Customer Service functions for MOAF E-Trade System;
- Assists new customers in the registration process and guide them on the use of the E-Trade System;
- Prepares amendment of Import Permit;
- Assists with the acquisition and submission of quotes and makes reservations for meetings, workshops and seminars;
- 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 and quality focus
- Good problem-solving and conflict-management skills
- Strong teamwork and co-operation skills

Technical:

- Strong knowledge of Office Procedures
- Strong knowledge of the operations of Government/Ministry's policies and procedures
- Strong knowledge of Records Management
- Proficiency in the use of relevant Computer Applications

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Special Condition Associated with the Job

- Working environment involves possible exposure to dust.

6. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direct supervision of the Director, Management Accounts (FMG/PA 4), the Senior Secretary 3 (OPS/SS 3) is responsible for professional secretarial services to support the operations of the Unit.

Key Responsibilities

Technical/Professional:

- Reproduces various documents from drafts prepared by the Director using a personal computer;

- Maintains Filing System and ensures that files are readily available upon request by Director;
- Prepares, records, and dispatch outgoing mails;
- Ensures that incoming mail is sorted, recorded, and dispatched to relevant officers;
- Receives and makes telephone calls, incoming calls directed to relevant officers, or messages taken and delivered;
- Receives/host visitors and directs them to officers;
- Documents photocopied and faxed as requested by Director;
- Copies, scans and sorts budget documents and circulars into Units for general distribution;
- Prepares and updates Minute Sheets for all transaction files;
- Maintains e-mail accounts for the Division by monitoring, collecting and delivering messages;
- Monitors Budgets submitted electronically; print/bring to the attention of the Director, Management Accounts for appropriate action to be taken;
- Types individual and Unit Work Plans from drafts;
- Records and generates Minutes of meeting;
- Schedules and arranges meetings;
- Assists in preparing standard weekly/monthly/quarterly reports for submission to Principal Finance Officer and the Ministry of Finance and the Public Service;
- Performs any other related duties as directed by Director, Management Accounts Unit or Principal Finance Officer.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Excellent customer relations and quality focus skills
- Good teamwork and co-operation skills
- Good time management skills
- Good problem-solving and conflict-management skills
- Good planning and organizing skills

Technical:

- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

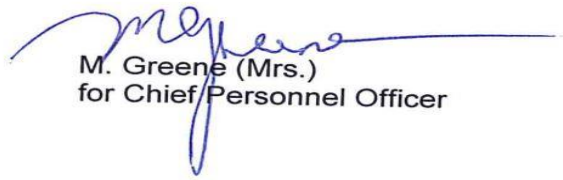
Applications accompanied by résumés should be submitted **no later than Wednesday, 20th March, 2024 to:**

**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