



## Office of the Services Commissions

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### **CIRCULAR No. 136** **OSC Ref. C. 4858<sup>48</sup>**

**20<sup>th</sup> 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 **vacant** post of **Research Assistant (SOG/ST 4)** in the **Public Gardens and Zoo Branch – Botany Section, 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 (SOG/ST 6), the Research Assistant (SOG/ST 4) 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**

##### ***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;
- Collaborates 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 the 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.

##### ***Management/Administrative***

- Assists with the co-ordinating conservational and maintenance of biodiversity activities;
- Provides botanical information to the public;
- Prepares and submits reports;
- Assists in the development of educational programs 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 submit Unit budget.

### **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
- Ability to motivate staff
- Good problem solving and decision making skills
- Good conflict management skills
- Integrity
- 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) years' 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 Condition 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.

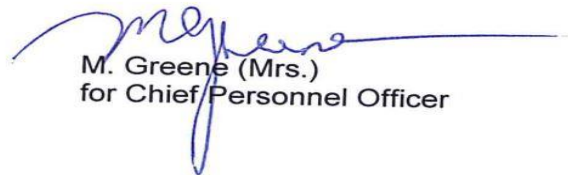
Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> April, 2024 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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