



## Office of the Services Commissions

(Central Government)

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**CIRCULAR No. 122**  
**OSC Ref. C. 4858<sup>48</sup>**

**11<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 **Senior Livestock Research Officer (SOG/ST 6)**, in the **Research and Development Division (Bodles Old Harbour, St. Catherine)**, Ministry of Agriculture, Fisheries and Mining, salary range \$4,594,306 - \$6,178,830 per annum

### **Job Purpose**

Under the direct supervision of the Deputy Director, Livestock (SOG/ST 7), the Senior Livestock Research Officer (SOG/ST 6) is responsible for conducting investigations (feeding and nutrition; reproduction and health; husbandry; breeding) on various classes of stock, supervising production units and the delivery of technical and advisory services to the farming public.

### **Key Responsibilities**

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

- Reviews fortnightly paybills and other Work/Service Invoices for approval;
- Assists in the development of the Operational Plan and Annual Budget for the Unit;
- Assists in the execution of the Operational Plan;
- Represents the Unit at meetings, seminars and other functions;
- Assists in the procurement and delivery of inputs required for the Unit's operations;
- Conducts assessment of the Unit's infrastructure to determine maintenance requirements;
- Prepares and submits prescribed reports;
- Participates in training programmes.

#### ***Technical/Professional:***

##### ***Research and Development Investigations***

- Develops and implements individual research/development projects related to area of focus;
- Ensures that proper techniques are employed for the collection, collation, input and analysis of data;
- Prepares and presents written/oral reports;
- Reviews local and international literature pertinent to the area of focus;
- Provides technical advice to the farming public.

##### ***Supervision of Production Units***

- Supervises the implementation and maintenance of the prescribed breeding programmes;
- Supervises the implementation of prescribed husbandry and nutrition programmes for all classes of stock;
- Supervises the maintenance of all records pertinent to births, deaths, sales and inventory of animals;
- Supervises the maintenance of records on animal performance;
- Supervises the timely breeding and treatment of animals in need of veterinary attention;
- Monitors the developments in the Industry in order to guide research and development programmes.

#### ***Human Resources:***

- Monitors the performance of direct reports;
- Prepares performance appraisals, conducts evaluations and makes recommendations;
- Establishes and maintains a system that fosters a culture of teamwork;
- Provides leadership and guidance to staff through effective planning, delegation, communication and training;
- Facilitates and supports personal growth and development of staff members including the implementation of conflict resolution strategies.

## **Required Knowledge, Skills and Competencies**

### **Core:**

- Excellent oral and written communication skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Strong customer relations skills
- Teamwork and co-operation
- Ability to demonstrate good initiative
- Strong integrity
- Good problem-solving and decision-making skills
- Good analytical thinking skills

### **Technical:**

- Knowledge of the operations of Government policies and procedures
- Excellent knowledge of Livestock Husbandry and Management
- Proficiency in the use of relevant computer applications

## **Minimum Required Qualification and Experience**

- Masters Degree in Animal Science specialty with two (2) years related experience;
- Training in Supervisory Management.

**OR**

- Bachelor of Science Degree in General Agriculture/Biological Sciences and three (3) years in-service experience;
- Publications including at least one (1) Research Paper;
- Training in Supervisory Management.

## **Special Conditions Associated with the Job**

- Frequent exposure to animals and their body fluids, with associated parasites, vectors and micro-organisms which could cause injury and possible transmission of zoonotic diseases;
- Periodic exposure to chemicals associated with Livestock Husbandry and care which can be harmful to humans.

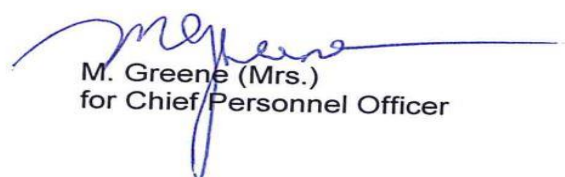
Applications accompanied by résumés should be submitted **no later than Friday, 22<sup>nd</sup> March, 2024 to:**

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

E-mail: [jobopportunities@moa.gov.jm](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