



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

CIRCULAR No. 173

OSC Ref. C.4858⁴⁸

24th April, 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 be assigned the following **not vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Plant Protection Officer (SOG/ST 5), Research & Development Division, Bodles Research Station – Old Harbour**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Records Officer 1 (PIDG/RIM 2), Public Gardens and Zoo Branch, Hope Gardens - Kingston**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Plant Protection Officer (SOG/ST 5)

Job Purpose

Under the supervision of the Senior Plant Protection Officer (SOG/ST 6), the Plant Protection Officer (SOG/ST 5) is responsible for undertaking short, medium and long-term research work in one of the major plant protection disciplines. The incumbent is also responsible for providing consultancy and liaison services on plant protection matters, as well as conducting pest identification and problem diagnosis.

Key Responsibilities

Management/Administrative:

- Prepares annual budgetary estimates which contribute to the overall plant protection budget;
- Oversees inventory of supplies necessary for the effective conduct of research/diagnostic work and ensures proper use and timely replacement of supplies.

Technical/Professional

- Plans, organizes, executes and supervises projects in plant protection according to specialist discipline by supervising programmes in field-trial and layout, preparation, application and handling of pesticides, data collection and processing and interpretation and dissemination of results;
- Plans, organizes and executes laboratory and greenhouse research projects to evaluate the efficacy of pesticides;
- Plans, organizes the collection identification and preservation of specimens of pest species for diagnostic work and training purposes;
- Carries out in depth literature review for new technology and improved training methods and for any other reason or purpose that the Chief Plant Protection Officer or Senior Research Director, Plant Protection may request;
- Develops integrated pest management packages for major pests of economic crops;
- Assists in the preparation of pest risk analysis;
- Prepares project proposals detailing the scientific method(s) to be involved in the management of specific pest problems;
- Identifies pest, diagnose pest problems and make recommendations for their management;
- Produces publishable research papers, fact sheets, posters and either technical material for dissemination;
- Produces monthly, quarterly, annual and special reports;
- Transfers technology to extension officers and farmers by way of open days, field days and reporting seminars. Serves as plant protection consultant and guest presenter at various training activities for both extension officers and farmers;
- Collaborates with other agencies and institutions internally/externally of the Ministry in solving plant protection problems;

- Visits farms and other holdings in relation to pest problems;
- Conducts specific plant protection surveys;
- Dispatches unidentified or unconfirmed specimen to overseas organization for identification;
- Works closely with consultants and contract workers to facilitate the mutual exchange of technical information;
- Keeps abreast of local and international developments in plant protection;
- Conducts research activities in the Bio-Control Laboratory of the Plant Protection discipline assigned;
- Participates in the production and release of biological control agents.

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;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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.

Other

- Represents the Unit at selected technical conferences and meetings;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills;
- Good interpersonal skills;
- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Good problem solving and decision making skills;
- Good analytical thinking skills;
- Good planning and organizing skills.

Technical:

- Sound knowledge of associated disciplines of plant protection;
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures;
- Good research and report writing skills;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- B.Sc. Degree in Agriculture with Plant Protection Discipline.

Special Conditions Associated with the Job

- Exposure to hazardous pesticides and harmful laboratory reagents
- Exposure to ultraviolet radiation
- Exposure to dust, bacteria and fungal spores
- Extensive travelling
- Occasional long working hours

2. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the supervision of the Administrator (GMG/AM 3), the Records Officer 1 (PIDG/RIM 2) is responsible for providing clerical and basic accounting duties for the smooth operations of the Branch.

Key Responsibilities

- Receives and registers all correspondence and cheques relating to the purchasing of goods/services and repairs of equipment;
- Checks all bills, travelling/subsistence claims for accuracy;
- Prepares and submits commitment/payment vouchers;
- Assists in the preparation and submission of reimbursement of petty cash;
- Assists in maintaining appropriate records of inventory and stock distribution;
- Assists in monitoring requests for procurement of stationery and garden items;
- Calculates deductible taxes from contract amount and prepares related documents for payment;
- Prepares attendance reports and calculates man-hours lost for office staff;
- Assists with updating leave of absence cards, verifies leave taken and prepares and submits monthly reports;
- Liaises with the Collections and Disbursement Clerk/Accounting Clerk/Collection Officer to determine status of payment for all bills and travelling/subsistence claims;
- Custodian of Branch's key;
- Checks Branch's plants sales/rental receipt books;
- Monitors Branch's revenue and expenses from special projects;
- Assists with the Branch's promotional events;
- Manages the distribution of items from the storeroom;
- Organizes and maintains sanitation of storeroom;
- Assists in organizing the division's staff meetings;
- Assists in identifying staffing needs;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills;
- Good problem-solving and decision making skills;
- Good conflict management skills;
- Good customer and quality focus skills;
- Good interpersonal skills;
- Good planning and organizing skills;
- Good teamwork and co-operation;
- Compliance.

Functional/Technical

- Sound knowledge of Accounting Practices;
- Proficiency in the use of relevant computer applications;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of office procedures.

Minimum Required Qualification and Experience

- 4 CXC or GCE 'O' levels including English Language and Mathematics or Accounts.

Applications accompanied by résumés should be submitted **no later than Tuesday 7th May, 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer