



## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 236** **OSC Ref. C. 4858<sup>49</sup>**

**12<sup>th</sup> June, 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 to the post of **Director, Veterinary Services Division (HPC/VO 3) - (Not Vacant)** in the **Veterinary Services Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$12,481,200 to \$14,836,225 per annum.

#### **Job Purpose**

Under the direction of the Chief Technical Director, the Director, Veterinary Services (HPC/VO 3), is responsible for providing technical and supervisory direction to the staff of the Veterinary Services Division through effective planning, organizing, implementation and monitoring.

The incumbent is also responsible for managing the National Veterinary Health Care delivery system and Artificial Insemination Services.

#### **Key Responsibilities**

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

- Develops the Veterinary Division's input for the Ministry's Strategic Plan;
- Oversees the implementation, enforcement and monitoring of various policies, laws and regulations governing the national veterinary health care delivery services;
- Manages and monitors the financial operation of the Veterinary Services Division;
- Represents the Ministry of Agriculture at international forums and Committees of various local organizations such as Veterinary Board, Agricultural Development Corporation, Central Board of Health (Ministry of Health), Cattle Breed Societies, Jamaica Agricultural Society, Private Security Regulations, (Ministry of National Security), Pharmaceutical Board, Pest Control Authority, Food Safety and Protein Committee (Ministry of Health), Meat Certification Committee (Jamaica Bureau of Standards);
- Serves as Co-project Manager for animal and public Health Programmes sponsored by various international organizations such as UNDP, WHO/PAHO, IICA, FAO, USDA, IAEA
- Advises and makes recommendations to the Chief Technical Director, Permanent Secretary and minister of Agriculture on policy matters affecting veterinary public health
- Co-ordinates the preparation of developmental Operational Plans and Budgets for the Division;
- Monitors the implementation of developmental Operational Plans and Budget to ensure that work is carried out as planned and within the Budget and that agreed targets are met.
- Prepares and submits performance and other reports, as required

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

- Oversees and ensures the operations and efficient utilization of all government facilities under Veterinary Services Division;
- Plans, develops, implements and monitors all animal disease prevention, control and eradication programmes and campaign;
- Oversees the national animal Artificial Insemination and fertility programmes aimed at improving productivity and genetics stock of livestock population;
- Initiates and recommends basic research in the various aspects of veterinary medicine in the country;
- Conducts research and prepares paper in areas of specialty aimed at improving animal health and productivity;
- Plans and implements programme for the improvement of both animal and public health;
- Ensures the capability of the national veterinary services to respond to disease emergencies in terms of both endemic and exotic outbreaks;
- Oversees the operations and management of the central veterinary stores and pharmacy;
- Advises the Ministry of Health on matters relating to the importation and use of veterinary pharmaceutical and biological vice versa human health;
- Ensures the maintenance of adequate and effective quarantine facilities to minimize the entry of exotic animal disease;
- Organizes animal disease emergency simulation exercises at specified time periods;
- Oversees the maintenance and readiness of the national disease emergency supply Unit located at the Veterinary Division;

- Initiates and co-ordinates field trials to test the efficiency of veterinary pharmaceutical products being introduced in the country;
- Promotes and undertake training of veterinary personal and livestock farmers;
- Advises relevant organizations and local livestock farmers on matters of animal health;
- Analyzes and makes recommendations on findings of veterinary investigations undertaken by the Division;
- Provides and disseminates veterinary research findings for use by animal health technicians, animal scientists and livestock farmers;
- Ensure the issuance of appropriate import/export health certification for all live animals and animal products;
- Liaises with all relevant Government Departments, Agencies, and Private Sector institutions with the aim of providing animal and veterinary public health matters.

#### ***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 organizational goals;
- Participates in the recruitment of staff for the Division and recommends, transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Development Unit develops and implements a succession planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provide 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 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 which may be assigned by the CTD/Permanent Secretary/Minister.

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

##### ***Core:***

- Excellent oral and written communication skills;
- Excellent strategic analysis and visioning skills;
- Excellent priority setting skills;
- Excellent customer and quality focus skills;
- Excellent problem solving, judgement and decision-making skills;
- Strong leadership/management skills;
- Excellent people management skills;
- Excellent planning and organizing skills;
- Managing the client interface;
- Managing external partners;
- High degree of networking and ability to manage external partners;
- Strong integrity and accountability.

##### ***Technical:***

- Sound knowledge of animal science and veterinary medicine;
- Excellent resource management skills;
- Excellent research skills;
- Sound knowledge of operations of government policies and procedures;
- Proficiency in the relevant computer applications.

#### **Minimum Required Education and Experience**

- Doctor of Veterinary Medicine along with at least five (5) years' experience in related field;
- Post graduate training in a specialized field of veterinary medicine.

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

- Exposure to disease agents;
- Exposure to injury by animals;
- Extensive travelling island wide/overseas;
- Exposure to sub-freezing temperatures and using hazardous chemicals and liquids;

- Extensive working hours outside of ordinary work, including week ends and public holidays.

Applications accompanied by résumés should be submitted **no later than Thursday, 20<sup>th</sup> June, 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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer