



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

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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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Geologist (SOG/ST 6) (Vacant) - Mines and Geology Division, Hope Gardens, Kingston**, salary range \$5,198,035 – \$6,990,779 per annum.
2. **Geologist (SOG/ST 5) (Vacant) - Mines of Geology Division, Hope Gardens, Kingston**, salary range \$3,501,526 – \$4,709,163 per annum.
3. **Inventory Officer (PIDG/RIM 3) (Not Vacant) - Facilities and Property Management Branch**, during the period **July 1, 2024 to August 23, 2024**, salary range \$2,190,302 – \$2,945,712 per annum.
4. **Records Officer (PIDG/RIM 2) (Vacant) - Mines and Geology Division, Hope Gardens, Kingston**, salary range \$1,711,060 – \$2,301,186 per annum.

1. Senior Geologist (SOG/ST 6)

Job Purpose

Under the general supervision of the Director, Economic Minerals, the Senior Geologist is responsible for implementing, co-ordinating and managing programmes to identify, evaluate and promote Jamaica's Metallic Mineral Resources so as to facilitate increased investment in Jamaica's Metallic Mineral Sub-Sector.

Key Responsibilities

Management/Administrative:

- Develops exploration programmes/projects to generate information on Jamaica's metallic mineral resources;
- Makes recommendations for the exploitation of Jamaica's metallic minerals in an economic and environmentally sustainable manner;
- Prepares the annual budget for the Metallic Minerals Unit under the supervision of the Director, Economic Minerals for approval by the Ministry of Finance and the Public Service;
- Prepares the Annual Work Plan for the Metallic Minerals Unit;
- Prepares Quarterly reports for the Director of Economic Minerals Unit on the activities of the Unit;
- Liaises with office management and accounts sections for the procurement of equipment, vehicles and drivers for projects and programmes;
- Prepares Quarterly reports of the activities of the Metallic Minerals Unit for the Director, Economic Minerals.

Technical/Professional:

- Implements, under the supervision of the Director of Economic Minerals all exploration programmes/projects carried out by the Mines and Geology Division aimed at identifying Jamaica's mineral resources;
- Provides technical expertise to guide the development and exploitation of metallic minerals to potential investors (i.e. evaluation of mineral resources, appropriate application of technology to facilitate extraction and processing of metallic minerals in an economically and environmentally sustainable manner) to ensure continued economic benefits to the country;

- Develops and continuously maintains a database on the metallic mineral resources of the country for potential investors, Government Agencies, Public and Private Sector Bodies, statutory agencies, international organizations, and the Jamaican Public;
- Conducts qualitative and quantitative analysis of the metallic minerals resources required for infrastructure projects of high importance for national development for Government Agencies and Statutory Bodies;
- Conducts qualitative and quantitative analysis of metallic minerals resources for the development of a value added metallic mineral manufacturing capacity for the country;
- Develops and implements systematic mechanism for the promotion of the country's metallic mineral in the form of academic and technical papers and presentations at major Local and International Symposiums, Conferences and Seminars;
- Liaises with other Government Agencies, statutory bodies, non-government organization, Universities etc to develop collaborative programs for the development of metallic minerals resources, under the supervision of the Director of Economic Minerals;
- Develops and formulates strategic plans and programmes for the Metallic Minerals Unit, under the supervision and with the consultation of the Director, Economic Minerals;
- Consults and advises the Director of Economic Minerals and the Deputy Commissioner (Geology) on the current status of programmes undertaken by the Unit.

Human Resources:

- Supervises training programmes for the staff of the Unit in Geological, Geotechnical and Geo-physical Techniques;
- Provides supervision, leadership, and evaluation of technical staff of the Metallic Minerals Unit in order to ensure maximum productivity and job competence;
- Recommendations of leave, disciplinary actions, etc for Metallic Minerals Unit staff;
- Performs any other related duties that may from time to time be assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Teamwork and cooperation skills;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills.

Technical:

- Knowledge and skills in Mineral Exploration;
- Knowledge of specialized tools such as GIS, survey equipment;
- Knowledge of project management;
- Knowledge of research and evaluation;
- Sound technical knowledge on the various standards (ASTM, BS and JS) with regard to Construction, Chemical and Metallic Applications as they are related to Metallic Minerals;
- Good presentation and reporting skills.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Geology and three (3) years' experience.
- OR**
- M.Sc. Degree in Geology/Mineral Exploration/Natural Resource Management or any other relevant qualification and two (2) years' Supervisory experience;
 - Three (3) years' experience in participating or developing/managing a mineral exploration programme.

Special Conditions Associated with the Job

- Individual must be willing to travel islandwide and to work in physically and environmentally challenging conditions and extended work hours;
- Must possess a valid Driver's Licence.

2. Geologist (SOG/ST 5)

Job Purpose

Under the direct supervision of the Senior Geologist, the Geologist (SOG/ST 5) is responsible for the identification, evaluation and promotion of economic deposits of minerals in order to facilitate

increased investments in this industry. This is done through field geological surveys, analysis of samples or result from tests conducted on samples and preparation of technical reports, maps, photographs, and digital data. The incumbent will also provide assistance to Government and Non-Government Agencies and the general public in acquiring information on mineral deposits and the general geology of Jamaica.

Key Responsibilities

Management/Administrative:

- Determines the most appropriate geological survey methodology in consultation with the Head of the Metallic Minerals or Non-Metallic Minerals Sub-Unit;
- Prepares technical reports, pamphlets, forms, brochures and displays including posters;
- Prepares monthly reports for the Head of the Metallic Minerals or Non-Metallic Minerals on the activities of the Unit;
- Assists Unit Head in the performance of the mandated duties, including preparation of Budget and Work Plans;
- Liaises with Office Management and the Accounts Sections for the procurement and use of equipment, vehicles and personnel for projects.

Technical/Professional:

- Generates technical information on Jamaica's metallic or non-metallic mineral resources;
- Provides geoscientific information and products to Public and Private Sectors;
- Executes under the supervision of Head of the Metallic Minerals or Non Metallic Minerals Sub-Unit, all research and exploration programmes aimed at identifying and evaluating Jamaica's industrial metallic or non-metallic mineral resources;
- Conducts sampling and sample analysis programmes for specific deposits and determining the appropriate chemical and physical analytical programme;
- Utilizes survey equipment and geographic information software (GIS) for spatial analysis of mineral deposits;
- Implements and co-ordinates field and travel logistics to effectively utilize machinery, manpower and time;
- Provides technical assistance to potential investors interested in obtaining information relating to metallic or non-metallic mineral resources in Jamaica;
- Compiles and creates information files on metallic or non-metallic mineral deposits, and survey procedures, liaises with prospectors, operators, producers and other principals in the industry;
- Responds to queries and requests for geoscientific information and products by seeking and cross-referencing available information, preparing technical reports, illustrations, and guides, and arranging selection of maps to suite the requirements of the enquirer;
- Collects and processes minerals and rock samples to be used for analytical, display and distribution purposes;
- Acts as the Division representative to international and local scientific expeditions, conferences and meetings;
- Participates in conferences and seminars in order to promote the development of metallic or non-metallic minerals in Jamaica;
- Develops and maintains interactive data (including digital) retrieval systems of the island's metallic or non-metallic mineral resources.

Human Resources:

- Supervises and assesses training for field assistants and other labourers in carrying out sampling programmes.

Other:

- Delivers educational presentations to primary, secondary and tertiary level students and citizen groups on Jamaica's metallic or non-metallic mineral resources;
- 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;
- Teamwork and co-operation;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills.

Technical:

- Knowledge and skills in mineral exploration;
- Proficiency in the use of relevant computer applications;
- Proficiency in research and evaluation;
- Good project management skills;
- Good presentation and reporting skills.

Minimum Required Qualification and Experience

- B.Sc. Degree in Geology.

Special Conditions Associated with the Job

- Must possess a valid Driver's License;
- Individual must be able and willing to travel island wide and work in harsh environments such as exposure to sun and inclement weather, and potentially dangerous animals and plants;
- Individual must be able to work extended hours which may include living in remote parts of the Island.

3. Inventory Officer (PIDG/RIM 3)**Job Purpose**

Under the direct supervision of the Manager, Office and General Services (GMG/SEG 1), the Inventory Officer is responsible for maintaining proper inventory records of all the Ministry's furniture, equipment and assets. The officer is also responsible for identifying and recommending equipment, furniture and assets that should be board of surveyed to the relevant authorities.

Key Responsibilities**Technical/Professional:**

- Develops and maintains database of all government furniture, equipment and other assets
- Maintains and secures all inventory records in Head Office and all outstations;
- Monitors location of all furniture, equipment and Government assets;
- Develops and maintains Master Inventory of furniture, equipment and assets of the Ministry's Head Office and all outstations;
- Identifies and recommends all repairs and board of survey to the relevant authorities;
- Installs and maintains all location records within the Ministry's Head Office and all outstations;
- Liaises with members of staff to ensure proper usage of government furniture, equipment and assets;
- Prepares report on all equipment and furniture that are to be repaired/board of surveyed;
- 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;
- Strong customer and quality focus skills;
- Good planning and organizing skills;
- Good interpersonal skills;
- Teamwork and co-operation.

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures;
- Sound knowledge of Inventory Management;
- Sound knowledge of Records Management;
- Good report writing skills;
- Proficiency in the use of the relevant computer applications.

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy subject and training in Records and Information Management

Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;

- Five (5) years' experience in the particular field.

Special Condition Associated with the Job

- Exposure to dust, harmful chemicals.

4. Records Officer (PIDG/RIM 2)

Job Purpose

Under the general supervision of the Mining Registrar, the Records Officer is responsible for maintaining an effective Records Management system and ensuring timely dissemination and retrieval of information, documents and files.

Key Responsibilities

Technical:

- Maintains a stamp Imprest by keeping record of all stamps purchased on a timely basis;
- Develops and selects suitable main subject heading for files;
- Receives, logs and files Quarry Applications;
- Maintains a current central Master index of all files in the office;
- Records entries on files;
- Develops classification system;
- Develops and maintains a movement log of files;
- Maintains proper storage and retrieval of files;
- Retrieves files, as requested;
- Updates manual files and records, ensuring that all documents are placed on relevant files;
- Develops retention schedule for files;
- Maintains an effective 'bring up' system;
- Assists with the retrieval of files;
- Ensures that files are provided on a timely basis;
- Keeps current with new techniques in registry operations;
- Makes photocopies/scans documents for clients.

Administrative:

- Prepares Individual Work Plan;
- Prepares reports as per requests;
- Perform any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Compliance;
- Good oral and written communication skills;
- Ethics and Integrity;
- Teamwork and cooperation;
- Good interpersonal skills.

Technical:

- Knowledge of the Mining and Quarrying Acts;
- Use of technology (relevant computer applications);
- Technical credibility;
- Knowledge of Information/Records Administration/management.

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

- Exposure to dust.

Applications accompanied by résumés should be submitted **no later than Monday, 1st July, 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