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(Central Government)

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CIRCULAR No. 278
OSC Ref. C. 4858⁴⁹

16th July, 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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Mineral Lands Assessment and Information Management Officer (GMG/SEG 2) (Contract) - Mining/Minerals Policy and Development Division**, salary range \$4,266,270 - \$5,737,658 annum.
2. **Administrative Assistant (GMG/AM 3)** during the period **August 12, 2024 to September 6, 2024 (Not Vacant) - Policy, Planning and Project Management/Praedial Larceny Prevention Co-ordination Branch**, salary range \$2,190,302 – 2,945,712 per annum.
3. **Accounting Technician (FMG/AT 1)** during the period **July 15, 2024 to September 30, 2024 (Not Vacant) - Mines and Geology Division**, salary range \$1,711,060 - \$2,301,186 per annum.
4. **Senior Secretary (OPS/SS 3) (Not Vacant) - Public Gardens and Zoo Branch, Hope Gardens, Kingston 6**, salary range \$1,711,060 – 2,301,186 per annum.
5. **Secretary 2 (OPS/SS 2) (Not Vacant) - Research and Development Division**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Mineral Lands Assessment and Information Management Officer (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Mineral Lands and Environmental Management, the Mineral Lands Assessment and Information Management Officer is required to assist with the review and development of policies, developing and implementing programmes and projects to facilitate the effective management of the country's mineral-bearing lands, ensure their sustainable exploitation, prevent sterilization, and maximize national benefits from the use of said lands. The incumbent is also required to contribute to the maintenance of the internal minerals database and the production of sector reports to advance the work of the Ministry.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Division's Strategic and Operational Plans;
- Represents the Ministry at fora, as directed;
- Prepares reports and briefs for the Director, Mineral Lands and Environmental Management;
- Participates in organizing conferences and other fora to discuss and promote land and environmental management within the Minerals/Mining Sector;
- Assists with the planning and co-ordinating of meetings to address mining/environmental concerns;
- Assists with the maintenance of the Minerals-bearing Lands Bank (MLLB) and ensure its effective management;
- Assists with the preparation of status reports and periodic operational reports;
- Prepares and submits an annual Work Plan;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Technical/Professional:

- Conducts research and provides information on matters relating to mineral-bearing lands to ensure the effective management of said lands;
- Assists with analysing the quality of lands rehabilitated and their ability to sustain high levels of livelihood and enable ecosystem and environmental health;
- Monitors the Minerals/Mining Sector's impact on the environment and management of mineral-bearing lands and provides recommendations to correct and/or prevent further escalation;
- Works with the Ministry to improve the public's perception of mining through elimination and/or regularisation of illegal mining/quarrying and addressing mining/environmental concerns;
- Assists with the review/formulation of policies intended to achieve effective environmental management within the Minerals Sector and of the country's mineral-bearing lands.;
- Assists with the establishment and maintenance of electronic databases for:
 - ✓ All prospecting, mining and quarrying operations on the island;
 - ✓ Area of land contained in mining leases and quarry licences and otherwise under the control of mineral-related operations;
 - ✓ Quantity of land mined/quarried, being mined/quarried, rehabilitated and being rehabilitated;
 - ✓ Names and contact information of owners, directors, and senior managers of mineral-related entities.
- Maintains the Mineral-bearing Lands Inventory;
- Participates in national and regional planning activities to ensure the protection of mineral-bearing lands from sterilization and mining activities and related manufacturing operations from other developments;
- Assists with the preparation of an annual report outlining changes in the utilization of mineral-bearing lands, trends in the utilization and depletion of mineral resources, the state of rehabilitation of mined lands, and recommendations to effect improvements;
- Visits mineral development operations to view their land and environmental management practices and, where necessary, makes recommendations for improvements;
- Assists with the processing of applications for mining leases, quarry licences, Exclusive Prospecting Licences (EPLs), Special Exclusive Prospecting Licences (SEPLs) and similar documents for presentation to the Permanent Secretary and the Minister;
- Assists with the provision of the secretariat functions for the Bauxite Lands Land Titling Committee (BLLTC) and manages information flow with respect to the Bauxite Subdivision Appeals Committee (BSAC);
- Conducts investigations on mining/environmental matters such as allegations/complaints regarding encroachments, prepares and submits reports to the Director, Mineral Lands and Environmental Management;
- Provides mineral lands and minerals sector environmental management policy advice to the Director, Mineral Lands and Environmental Management;
- Assists with the preparation of mineral development and environmental-related Cabinet documents (submissions, notes and reports) on various issues relating to mineral lands management and the status of environmental concerns within the Minerals/Mining Sector;
- Keeps abreast of trends and changes in the operating environment, methodologies and technology, and career and professional development to ensure adherence to international standards and competitiveness;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Excellent interpersonal skills;
- Excellent teamwork and co-operation skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations and quality focus skills;
- Excellent planning, organizing and coordinating skills;
- Excellent judgment and decision-making skills;
- Ability to manage external relationships;
- Excellent advocacy and negotiation skills;
- A high level of initiative and self-motivation;
- Integrity;
- Goal/results oriented

Technical:

- Strong background in mineral development and environmental management;
- Experience in database development and management;
- Knowledge of the Government procedures and policies in the Mining Sector;

- Knowledge of the legislation and policies impacting the Mining Sector;
- Working knowledge of the Mining Industry;
- Knowledge and experience in publishing and writing;
- Proficiency in the use of Geographic Information Systems (GIS);
- Excellent research and analytical skills;
- Proficiency/experience in the use of relevant computer applications;
- Knowledge of the operations of government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- First Degree in Geography/Civil Engineering/Geoscience/Urban and Regional Planning from an Accredited Tertiary institution with a significant quantitative component, such as Geography, Mining, Land Use Planning, Valuation and Land Management, Land Economy or related field;
- Three (3) years' professional experience in Minerals and/or Environmental Management or related field with continuous professional development;
- A Postgraduate Degree in Mining/Environmental-related field is an asset.

Special Conditions Associated with the Job

- Extended hours to meet deadlines;
- Ability to travel overseas and locally on work-related business;
- The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Exposure to conditions in mines, quarries, exploration sites, and industrial complexes associated with the manufacturing of mineral products.

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the direction of the Director, Praedial Larceny Prevention Coordination, the Administrative Assistant is responsible for the provision of administrative support for the Branch and liaises with other Divisions, Branches and external Agencies on behalf of the Director. The incumbent is also required to maintain a proper filing system to facilitate easy access and security of files, thus ensuring the smooth operation of the Branch. Additionally, the incumbent provides support for the preparation of the Branch's plans and reports, as well as for meetings and events planning.

Key Responsibilities

Administrative/Management:

- Receives, reads and screens incoming correspondence and reports; makes preliminary assessment of material and follows up to ensure that action is completed;
- Maintains an efficient filing system;
- Assists with the development of the Branch's Operational Plans and Budget;
- Accesses and sends e-mails via the internet;
- Assembles and disseminates information to internal and external personnel, as requested;
- Performs a range of administrative duties including preparing invoices, estimates, coordinating meetings, etc.;
- Receives and screens visitors prior to audience with the Director;
- Manages the Director's Appointment Diary, including liaising with internal and external personnel, as necessary;
- Responds to requests, inquiries and complaints from organizations and the General Public;
- Conducts research, collates, sorts and disseminates information, as required;
- Refers persons to the relevant officers and follows through on the resolution of issues;
- Produces documents and reports and transcribes minutes for circulation;
- Researches and collates documents for conferences and press briefings;
- Responds to routine correspondence;
- Monitors matters that have been passed to Officers' Desks for action;
- Manages the technology platforms for adequate response and dispatch of ideas, recommendations and solutions to the ongoing praedial larceny issues;
- Accompanies the Director to meetings, seminars and conferences, takes notes, and records minutes, as required;
- Arranges meetings, conferences, and other events as directed by the Director, by notifying participants, arranging accommodation, preparing agendas and material for presentation and information;

- Writes itineraries and arranges site visits;
- Prepares and processes documents; reviews for accuracy and completeness; updates information and makes the required changes;
- Proofreads and edits documents prepared for the Director's signature;
- Ensures compliance within budgetary constraints;
- Keeps records of all deadlines to be met and important matters to be dealt with and interfaces with the relevant officers;
- Participates in the Unit's strategic planning process;
- Provides advice/guidance to all members of staff in the interpretation and application of Government policies, rules and regulations;
- Represents the Unit at meetings, seminars and workshops;
- Performs any other related duties that may be assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Good oral and written communication skills;
- Excellent customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Strong planning and organizing skills;
- Good analytical thinking;
- Excellent teamwork and co-operation;
- Ability to display a high level of initiative and integrity;
- Ability to demonstrate a high level of confidentiality and professionalism.

Technical:

- Knowledge of the Praedial Larceny Act;
- Good knowledge of general office administration and procedures;
- Good Minutes and report writing skills;
- Ability to transcribe material in a clear, accurate and an acceptable manner;
- Good records and file management skills;
- Proficiency in the use of Microsoft applications;
- Sound knowledge of manual and web-based research techniques;
- Good knowledge of the operations of the Government/Ministry policies and procedures;
- Proficiency in speed writing and typewriting would be an asset.

Minimum Required Qualification and Experience

- Associate of Science Degree in Management/Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
 - Two (2) years' experience in an Administrative capacity.
- OR**
- Diploma in Management/Public Administration or a related field in the Social Sciences or the Arts or equivalent qualifications;
 - Four (4) years' experience in an Administrative capacity.

Special Condition Associated with the Job

- May be required to travel with the Director to meetings, conferences and seminars islandwide;
- Required to meet tight deadlines;
- May be required to work on weekends and holidays.

3. Accounting Technician (FMG/AT 1)

Job Purpose

Under the supervision of the Accountant, the Accounting Technician is responsible for carrying out accounting activities, recording procedures and complying with the Financial Administration and Audit (FAA) Act.

Key Responsibilities

- Checks and calculates employees' time sheets;
- Prepares fortnightly salaries;
- Prepares personal and statutory deductions;

- Prepares and submits salary vouchers for reimbursement;
- Maintains salary control and employee records;
- Maintains statutory deduction cards and prepares annual returns for various Agencies;
- Writes and signs cheques;
- Acts as Relief Cashier;
- Reconciles the Division's commercial bank accounts;
- Ensures that payment/claim vouchers, regular bills, are properly checked for probity, accuracy, regularity, propriety, authenticates and to check contract associated with payment;
- Ensures that payments are properly committed for the Division promptly;
- Issues gas card;
- Certifies or prepares Purchase Orders;
- Assists with the preparation of Tax Withholding Certificates;
- Assists with the examination of the payroll;
- Processes bus passes;
- Examines and ensures that any errors are identified from details of reconciliation summary for a balanced Reconciliation;
- Inserts appropriate Journals for Memo Credits, Memo Debits, Bank Charges and Stale Dated cheques etc.;
- Informs the Accountant and the bank of existing errors found on statements; writes the bank and follows up until the inaccuracies are remedied or corrected;
- Performs any other related accounting duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good organizing skills;
- Customer and quality focus;
- Teamwork and co-operation;
- Goal/Results oriented.

Technical:

- Competence in Financial Management Software (FinMan), Microsoft Excel and Word;
- Use of Technology;
- Managing Client Interface.

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of A.Sc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Superintendent, the Senior Secretary is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Branch.

Key Responsibilities

Management/Administrative:

- Takes dictation and reproduces letters, memoranda, cabinet notes/submissions, certificates, gazette notices, and reports from draft;
- Attends meetings to record Minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;

- Establishes and maintains a system for the control of confidential files;
- Makes photocopies/faxes documents;
- Maintains diary and schedules appointments and meetings;
- Receives and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Research, assembles and disseminates information to internal and external personnel, as requested;
- Performs any other related duties, that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Proficient in relevant Software Applications;
- Sound knowledge of Web-based Research Techniques;
- Knowledge of the operations of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- May be required to work beyond normal office hours.

5. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Senior Research Director, the Secretary 2 is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

Technical/Professional:

- Types letters, memoranda and reports from draft notes;
- Transcribes and reproduces Minutes of meetings and conferences;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Directs and screens visitors;

- Maintains a filing system;
- Gathers information and compiles reports;
- Assists with the issuance of receipts, collects revenues and pay out salaries;
- Monitors the Office Attendant;
- Provides training to work experience students;
- Perform any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills;
- Good oral and written communication skills;
- Strong customer relations skills;
- Good problem-solving and conflict management skills;
- Good time management skills;
- Integrity;
- Confidentiality.

Technical:

- Excellent secretarial skills;
- Proficiency in keyboarding skills;
- Proficiency in the relevant Software Applications;
- Knowledge of the operations of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND).

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 29th 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**