



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 285

OSC Ref. C.4858⁴⁹

19th 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 be assigned to/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Regional Rural Planner (SOG/ST 8) (Not Vacant)** during the period **August 9, 2024 to September 6, 2024 - Agricultural Land Management Division**, salary range 7,716,512 – \$10,377,851 per annum.
2. **Manager, Agricultural Mapping (MIS/IT 5) (Not Vacant)** during the period **August 9, 2024 to September 25, 2024 - Agricultural Land Management Division**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Senior Laboratory Technician (SOG/ST 4) (Vacant) - Mines and Geology Division**, salary range \$2,803,771 - \$3,770,761 per annum.
4. **Accounting Technician (FMG/AT 2) (Not Vacant) - Project Management and Co-ordination Branch**, salary range \$1,711,060 - \$2,301,186 per annum.
5. **Bank Reconciliation Officer (FMG/AT 2) (Vacant) - Finance and Accounts Division**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Regional Rural Planner (SOG/ST 8)

Job Purpose

Under the direction of the Senior Director, Agricultural Land Management Division, the Regional Rural Planner co-ordinates, manages and provides professional, technical advice and guidance on Agricultural Land Use Planning, Land Management and Land Resource Protection in the specified Region. The incumbent is also responsible for writing complex reports on investigations and analyses.

Key Responsibilities

Management/Administrative:

- Examines proposals from internal and external clients and co-ordinates responses or action to be taken;
- Manages adherence to laws, regulations, permits and agreements governing all areas of work;
- Plans, schedules and leads field visits and manages investigations;
- Supervises a team of multi-disciplinary Officers engaged in sustainable Agricultural Land Management activities for the specified Region and co-ordinates the work of the Region;
- Participates in the development of Budgets and Corporate, Operational and Work Plans;
- Implements strategies for conflict resolution and good time management;
- Investigates enquiries related to land use change;
- Prepares reports.

Technical/Professional:

- Exercises responsibility for the collection, processing and interpretation of land use data;
- Develops request services based on demand surveys; reviews current trends and developments in Agricultural Land Management and conceptualizes new projects and programmes as required;
- Analyzes recommendations on the proposed uses of agricultural land, for adherence and compliance with MOAF&M's goals and objectives;
- Recommends mitigation measures;
- Approves application and/or proposes conditions for permit;
- Conducts research on agricultural land use trends and land use management issues;
- Undertakes related research and co-ordinates Technical Planning Programmes for the Soils and Land Resource Assessment Programmes in the Region;

- Establishes guidelines for GIS data quality and standards and ensures their alignment to international quality guidelines;
- Collaborates with tertiary institutions and Government/Agencies to develop and deliver training programmes and presentations;
- Conducts overlay analyses, develops research proposals and formulates technical documents and reports as required;
- Collaborates with the local and national planning Agencies to establish more effective guidelines for the improvement in processing development projects;
- Collaborates with other local planning Organizations in the planning of rural development projects in the Region;
- Identifies and develops new business strategies to advance the mandate of the Division;
- Participates in the development and delivery of in-house training programmes;
- Writes feasibility studies, land evaluation assessments, crop suitability and other agricultural land management reports;
- Attends meetings, conferences and seminars and provides professional staff support to Agricultural and Planning Committees and formulates related proposals and technical reports;
- Defines areas of responsibility and authority and lines of communication and establishes performance standards to improve operations and increase productivity;
- Assigns work, determines priorities and advises on methodology and work procedures;
- Liaises and maintains interaction with stakeholders including NEPA, Local Planning Authority, RADA, NLA, etc.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain 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;
- 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 Division's and Organization's goals;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills;
- Ability to work in teams;
- Excellent oral and written communication skills;
- Excellent problem-solving skills and decision-making skills;
- Ability to work on own initiative;
- Good interpersonal skills;
- Integrity;
- Good people management skills;
- Good conflict management and problem-solving skills.

Technical:

- Good knowledge of Government policies and procedures;
- Knowledge of Budgeting and Operational Plans;
- Good knowledge of the principles and practices of agricultural resource protection and agricultural land use planning;
- Good knowledge of land use development review techniques and the development approval process, agricultural land resource management, development planning models and the social factors impacting on agricultural lands;
- Good knowledge of the policies, laws and other regulations governing land use in Jamaica
- Working knowledge of modern and developing planning techniques such as GIS and satellite remote sensing;
- Some knowledge of soils, soil fertility and crop selection;
- Good technical writing skills;
- Ability to develop and deliver training programmes;
- Knowledge of the relevant computer applications.

Minimum Required Qualification and Experience

- Master of Science Degree in Agriculture, Urban and Rural Management/Development, the Social Sciences Environmental Science or a related discipline from an accredited institution;
 - Three (3) years related experience;
- OR**
- Bachelor of Science Degree in Agriculture, Rural Development, Environmental Science or a related discipline;
 - Five (5) years related experience.

Special Conditions Associated with the Job

- Extensive travelling island wide;
- Exposure to insects and natural hazards on field trips.

2. Manager, Agricultural Mapping (MIS/IT 5)

Job Purpose

Under the direct supervision of the Senior Director Agricultural Land Management, the Manager, Agricultural Mapping is responsible for planning, co-ordinating and managing activities associated with the establishment and maintenance of an efficient comprehensive soil, land use and related spatial attribute database, capable of providing accurate information to clients, both internally and externally.

Responsibility is also exercised for the promotion of GIS activities, services and programmes and related fliers, posters and papers.

Key Responsibilities

Management/Administrative:

- Writes Work Plans, Budget and Unit Plans;
- Collaborates with other Unit Heads, to ensure that activities conform with the overall goals and objectives of the Division;
- Participates in the development of technical documents;
- Represents the Division at meetings, seminars and workshops.

Technical/Professional:

- Develops and updates websites for the Division to facilitate easy transmission of requests for services;
- Participates in developing promotional activities for the Division and sits on a variety of committees relating to GIS matters;
- Undertakes field visits to farmers, agricultural institutions and a variety of stakeholders to apprise persons on how GIS can help in their activities;
- Makes recommendations to the Director regarding the identification of equipment and software required for the GIS Unit;
- Assists with the identification of equipment and supplies, to ensure efficient functioning of the GIS Unit;
- Fosters the development of linkages with other organizations involved in the use of Geographic Information Systems;
- Develops maintenance schedule for the equipment in the GIS Unit;
- Develops Public Relations Programmes to enhance the awareness of planners and policy makers of the capabilities of the system;
- Co-ordinates the evaluation, selection and installation of computer and related equipment;
- Maintains a reliable back-up Library of all digital data;
- Monitors the use of the Computer System to maintain database;
- Organizes training programmes for staff to improve efficiency and strengthen operational activities;
- Prepares Developmental Plans and related project proposals involving the use and application of GIS.

Human Resource Management:

- Monitors and evaluates the performance of directs reports, prepares Performance Appraisals and recommends 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;

- 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 Division's and organization's goals;
- Performs any other related duties which may be assigned from time to time

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Teamwork and co-operation;
- Interpersonal skills;
- Good leadership and people management skills;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good analytical skills.

Technical:

- Sound knowledge of GIS technology and its application in agriculture and physical planning;
- Sound knowledge of data capture techniques such as remote sensing and GPS;
- Proficiency in the use of relevant computer applications (Arc View, Arc Info and other software);
- Knowledge of the operations of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- Degree in Computer Science, Agriculture, Urban and Regional Planning or related field;
- Three (3) years' experience in Geographical Information System and automated mapping and database analysis or design programming, testing, and implementing GIS applications.

3. Senior Laboratory Technician (SOG/ST 4)

Job Purpose

Under the supervision of the Chief Chemist, the Senior Laboratory Technician carries out analysis of soils, rocks, water and other types of samples using instrumental and other techniques; and provides other support services to ensure an efficiently functioning analytical facility.

Key Responsibilities

- Registers samples submitted to the laboratory for analysis;
- Conducts pre-testing procedures including preservation, drying and filtration;
- Conducts sample digestion procedures including fusion, acid treatment and ashing;
- Conducts wet chemical tests utilizing titrimetric, electrometric, spectrophotometric and gravimetric procedures;
- Conducts instrumental analysis including ion chromatography, flame atomic absorption spectrophotometry, flow injection atomic absorption and graphite furnace atomic absorption;
- Performs quality control checks on each sample batch analyzed;
- Conducts routine maintenance on major analytical equipment;
- Performs calibration and accuracy verification checks on testing equipment at prescribed intervals;
- Updates databases, inventories and logbooks that are required for efficient functioning of the laboratories;
- Trains junior laboratory staff in the use and maintenance of common laboratory equipment;
- Provides oversight in the absence of the Chemist;
- Mentors and trains junior laboratory staff in the use of titrimetric, gravimetric and spectrophotometric analytical techniques;
- Performs any other related duties that maybe assigned by the Chief Chemist from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good teamwork and co-operation skills;
- Good time management skills;
- Compliance;
- Good integrity and ethics;
- Good interpersonal skills;
- Good planning and organizing skills;
- Good analytical thinking skills.

Technical:

- Managing the client interface;
- Procurement;
- Use and application of information technology;
- Knowledge of the principles and practices of analytical chemistry;
- Laboratory safety;
- Reporting.

Minimum Required Qualification and Experience

- Five (5) subjects including English Language, Mathematics and Chemistry at CXC General Proficiency/GCE O'Level;
- Certification of proficiency in the use of instrumental analytical techniques from an accredited analytical facility;
- Two (2) years laboratory experience.

OR

- Diploma in a laboratory-based course at an accredited tertiary institution;
- Certification of proficiency in the use of instrumental analytical techniques from an accredited analytical facility;
- Two (2) years laboratory experience

Special Conditions Associated with the Job

- Working with hazardous chemicals; including corrosive and poisonous chemicals;
- Perform dusty operations like sample preparation;
- Working with wastewater, sludges and other samples with chemical and biological hazards;
- Working with flammable materials, especially acetylene and other fuel gasses and oxidants;
- Working with pressurized gases;
- Carrying out procedures at high temperatures including 1000 °C.

4. Accounting Technician (FMG/AT 2)

Job Purpose

Under the direct supervision of the Senior Project Accountant, the Accounting Technician provides accounting support to the Project Management and Co-ordination Division by preparing expenditure statements, ledgers, reports and vouchers in accordance with the Financial Administration and Audit Act (FAA Act) and the regulations of the Multilateral and Bilateral Agencies.

Key Responsibilities

Technical/Professional:

- Prepares payment vouchers (travelling claims, utilities, purchasing of goods and services, stationery, etc.) for the Division;
- Prepares advance payment vouchers;
- Updates and maintains accounting ledgers for the Division;
- Prepares bank reconciliation statements for one project;
- Draws cheques;
- Posts vouchers to expenditure control ledger for the Division;
- Checks and verifies payment claims with supporting documents;
- Ensures that bills, statutory deductions and utility bills are prepared;
- Prepares monthly listing of all documents processed;
- Conducts physical count of inventory;
- Generates statements on financial transactions;

- Reallocates funds and produces evidence of transactions;
- Participates in the processing of payments on invoice;
- Conducts research and provides historical expenditure information, as required;
- Maintains complete and up-to-date files and records on projects;
- Prepares purchase orders facilitating the procurement of goods;
- Prepares and submits reports to the Senior Project Accountant on the status of activities undertaken;
- Performs any other related duties as directed by the Senior Project Accountant or Senior Director, Project Management and Coordination Division.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Ability to use own initiative;
- Integrity;
- Social skills;
- Adaptability;
- Goal/results oriented;
- Teamwork and co-operation;
- Customer and quality focus;
- Methodical;
- Good problem-solving and decision-making skills;
- Planning and organizing skills.

Technical:

- Proficiency in the relevant computer software;
- Sound knowledge of the Government of Jamaica's Financial Administration and Audit (FAA) Act and procurement guidelines;
- Sound knowledge of the regulations of the Multilateral and Bilateral Agencies and stipulations and conditions in various project documents.

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

5. Bank Reconciliation Officer (FMG/AT 2)

Job Purpose

Under the direct supervision of the Senior Bank Reconciliation Officer, the Bank Reconciliation Officer is responsible for managing the proper and timely preparation of bank reconciliation statements of the activities on the bank accounts of the Ministry.

Key Responsibilities

Technical/Professional:

- Ensures that cheques are properly checked against the bank statements to determine discrepancies;
- Ensures that bank statements are properly posted to the system;
- Examines reconciliation summary and details and identifies and resolves any errors found until the reconciliation is balanced and free from error;
- Records bank charges; debit advices, credit advices and stale cheques to the preparation of journal;
- Advises supervisor of errors in respect of items on the bank statement and follows up with bank until errors are corrected;
- Submits completed bank reconciliation statements to the Senior Reconciliation Officer;
- Prepares attendant reports in respect of bank reconciliation;
- 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;
- Good customer and quality focus skills;
- Good interpersonal skills;
- Excellent planning and organizing skills;
- Ability to work in teams;
- Ability to work on own initiative.

Technical:

- Knowledge of the FAA Act and other associated legislation;
- Good knowledge of GOJ and Ministry's Policies and Procedures;
- Knowledge of Government Accounting;
- Ability to use Microsoft Office applications via Word, Excel, Outlook, PowerPoint;
- Knowledge of relevant/applicable computerized accounting systems;
- Knowledge of Bank Reconciliation Process;
- Knowledge of Internal Controls.

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Wednesday, 31st 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**