



## Office of the Services Commissions

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### **CIRCULAR No. 271** **OSC Ref. C. 4858<sup>49</sup>**

**2<sup>nd</sup> 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 the following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Research Assistant (SOG/ST 3) - Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Records Officer 1 (PIDG/RIM 2) - Agricultural Land Management Division, Hope Gardens, Kingston**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Secretary 1 (OPS/SS 1) - Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$1,439,455 - \$1,935,907 per annum.
4. **Farm Hand (LMO/TS 2) - Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$18,647 - \$25,078 per week.

#### **1. Research Assistant (SOG/ST 3)**

##### **Job Purpose**

Under the supervision of the Green House Manager (SOG/ST 4), the Research Assistant is responsible for providing quarantine safe-guarding, phytosanitary and other technical expertise to the Post Entry Quarantine (PEQ) Programme.

##### **Key Responsibilities**

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

- Prepares sterile composts and growing media and maintains stock of clean sterile pots and seed trays;
- Propagates plants from seeds, cuttings, grafting of woods and herbaceous plants and other vegetable means;
- Administers pest eradication and weed control measures;
- Cleans, sterilizes and maintains plant growing areas and potting shed;
- Observes plants during the course of green house operations for abnormalities and brings these to the attention of the Green House Manager/Horticulturist;
- Assists the Green House Manager/Horticulturist in setting up horticultural research projects supporting the improvement of quarantine services;
- Brings to the attention of the Green House Manager/Horticulturist any situation that presents or is likely to present a pest risk problem and/or takes safe-guarding action;
- Maintains appropriate records of data collected and enters these into relevant files.

###### ***Other:***

- Obtains general proficiency or working knowledge, through on-the-job training and/or formal training courses in general maintenance procedures in order to act as an effective back-up to the other Research Assistants during their absence;
- Conducts routing procedures as assigned in the absence of the other Research Assistants;
- Participates in non-technical hands-on phytosanitary activities;
- Participates in duty roster prepared by the Director to enable PEQ facility to be manned seven (7) days per week;
- Brings to the attention of the Research Assistant, green house maintenance, major failures and/or servicing requirements of equipment;
- Reading current literature and keeping abreast of current practices;
- Maintains an accessible filing system for service manual;
- Prepares reports, as directed;
- 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;
- Proficiency in the use of relevant computer applications;

### ***Technical:***

- Sound technical knowledge and skills related to plant propagation;
- Sound knowledge of pest management and eradication procedures;
- Sound knowledge of laboratory techniques;
- Ability to follow instructions and pay attention to minute details;
- Good budding skills;
- Knowledge of the operations of Government/Ministry's policies and procedures.

## **Minimum Required Qualification and Experience**

- Certificate in Agricultural Science from a recognized/Accredited Institution;
- One (1) year related experience.

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

- Exposure to high humidity level and extreme temperature levels;
- Exposure to hazardous pesticides and other harmful laboratory reagents;
- Occasional long working hours.

## **2. Records Officer 1 (PIDG/RIM 2)**

### **Job Purpose**

Under the direction of the Manager, Administration and Support Services (GMG/SEG 1), the Records Officer is responsible for a range of mail and Records Management functions for the Agricultural Land Management Division. The incumbent assists the Manager with clerical, financial and administrative support and prepares records and reports, as required.

### **Key Responsibilities**

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

- Establishes and implements appropriate and efficient Records Management Systems and procedures;
- Compiles information and data for statistical reports;
- Maintains index and cross references files;
- Maintains computer tracking system in respect of all incoming and outgoing documents/correspondence;
- Sorts and records outgoing mails and determines cost of postage and delivery method;
- Sorts, classifies, indexes and files correspondence on appropriate file;
- Creates new files;
- Inspects files to ensure accuracy;
- Processes incoming requests, conducts research and provides information;
- Records requests for Bring-Ups (BU's) in the appropriate register, charges files out and sends to relevant officer;
- Assists with the annual Ministry-wide inventory of records;
- Prepares commitment and requisition forms and submits for payment;
- Updates and maintains payments and commitments electronic tracking system;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Checks, prepares and submits travelling and subsistence allowance claims for payment;
- Collects invoices/estimates for goods and services;
- Maintains Petty Cash Imprest;
- Monitors and maintains stationery supplies, protective gear, cleaning agents and chemicals for the Laboratory;
- Sources pro-forma invoices from suppliers for goods and services to be submitted to the Procurement Unit for purchase of goods and services;
- 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 interpersonal skills;
- Ability to use own initiative;
- Customer and quality focus skills;
- Teamwork and co-operation;
- Good time management skills;
- Good planning and organizing skills;
- Integrity.

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

- Knowledge of Records Management;
- Knowledge of Office Procedures;
- Knowledge of computer applications e.g. Microsoft Office Suite and other relevant software;
- Knowledge of Government's Accounting Procedures;
- Knowledge of the Ministry's/Government's operation, policies and procedures.

### **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**

- Working environment involves possible exposure to dust.

## **3. Secretary 1 (OPS/SS 1)**

### **Job Purpose**

Under the supervision of the Chief Agronomist (SOG/ST 7), the Secretary 1 is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

### **Key Responsibilities**

- Creates/produces documents from draft notes;
- Registers all incoming and outgoing mails for distribution;
- Records, transcribes and circulates minutes of meetings;
- Receives and transmits telephone calls and messages to the relevant officers;
- Maintains an efficient filing system at all times;
- Assists with the procurement of goods and services;
- Assists with the collection of registration fees for services rendered on behalf of an organization;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good interpersonal skills;
- Good oral and written communication skills;
- Good customer relations and quality focus skills;
- Good problem-solving and decision-making skills.

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

- Good secretarial skills;
- Good knowledge of office administration;
- Good knowledge of records management and filing processes;
- Knowledge of the operations of Government/Ministry's policies and procedures.

### **Minimum Required Qualification and Experience**

- Graduated from a Secondary School with English Language at the CXC or GCE O' Level and typewriting at a speed of 30-35 w.p.m.
- OR**
- Successful completion of a course of study at an accredited Secretarial School with proficiency in typewriting at a speed of 30-35 w.p.m. and English Language at CXC/GCE O' Level;
  - Knowledge of word processing software (basic level) would be an additional asset at this level.

### **4. Farm Hand (LMO/TS 2)**

#### **Job Purpose**

Under the supervision of the Farm Manager, the Farm Hand is responsible for animal breeding and genetics, mains herd and employee records and the collation and editing of requisite data.

#### **Key Responsibilities**

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

- Prepares and records animal data;
- Maintains attendance register and prepares reports;
- Schedules routine husbandry activities;
- Manages the requisition and distribution of chemicals and drugs for the animals;
- Monitors the utilization of dairy chemicals, drugs and medication;
- Schedules sick animals for treatment;
- Performs any other related duties that may be assigned from time to time.

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

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

- Ability to work on own initiative;
- Good oral and written communication skills;
- Good customer relations skills.

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

- Knowledge of the operations of Government/Ministry's policies and procedures;
- Good knowledge of record keeping procedures;
- Good knowledge of operational procedures;
- Proficiency in the use of relevant computer applications.

### **Minimum Required Qualification and Experience**

- Grade Nine (9) Education;
- Six (6) months on the job experience.

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

- Exposure to dust;
- Exposure to hazardous chemicals and drugs.

Applications accompanied by résumés should be submitted **no later than Monday, 15<sup>th</sup> July 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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**