



## Office of the Services Commissions

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### **CIRCULAR No. 286** **OSC Ref. C. 4858<sup>49</sup>**

19<sup>th</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. **Senior Agronomist (SOG/ST 6) - Research and Development Division, Old Harbour, St. Catherine**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Commitment Control Officer (FMG/AT 3) - Finance and Accounts Division, Hope Gardens, Kingston**, salary range \$2,190,302 – \$2,945,712 per annum.

#### 1. **Senior Agronomist (SOG/ST 6)**

##### **Job Purpose**

Under the supervision of the Chief Agronomist, the Senior Agronomist is responsible for undertaking research in the areas of crop production and soil sciences, in order to improve the growth and quality of crops and thereafter disseminate research findings.

##### **Key Responsibilities**

- Prepares reports;
- Prepares work programmes;
- Prepares reports for projects undertaken;
- Plans and executes projects;
- Plans, organizes and implements field trials to improve the growth and quality of crops;
- Liaises with external research organizations in designing and implementing collaborative projects;
- Disseminates research findings and best agricultural practices to extension staff and farmers;
- Carries out in depth literature review for new technology and improved methods for transfer to farmers;
- Acts as rapporteur at meetings, as directed;
- Represents the organization at meetings and conferences.

##### **Human Resources:**

- 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 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;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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 the 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 and management skills;
- Good interpersonal and people management skills;
- Excellent oral and written communication skills;
- Strong customer relations skills;
- Good problem solving and conflict management skills.

### ***Technical:***

- Sound knowledge of agronomy;
- Sound knowledge of plant and soil methodologies;
- Sound knowledge of research procedures;
- Project management/proposal writing skills;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Proficiency in the use of relevant computer applications.

## **Minimum Required Qualification and Experience**

- B.Sc. Degree in Agricultural Science;
- Three (3) years' experience in Agronomy or related field.

## **Special Condition Associated with the Job**

- Exposure to hazardous chemicals

## **2. Commitment Control Officer (FMG/AT 3)**

### **Job Purpose**

Under the direct supervision of the Senior Commitment Control Officer, the Commitment Control Officer, is responsible for providing assistance to the Senior Commitment Control Officer, in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent and Capital Heads of Expenditure.

### **Key Responsibilities**

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

- Assists in the commitment planning process and in the determination and classification of commitments according to the following categories:-
  - ✓ Inescapable
  - ✓ Priority
  - ✓ Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash, based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts, through the Senior Commitment Control Officer, of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

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

- Receives duly signed commitment requisition from programme managers;
- Examines commitment requisitions submitted by programme managers to see whether funds are available and to block funds where appropriate for such commitment;
- Posts commitment requisition vouchers on the Government Financial Management System (GFMS);
- Informs programme managers of the status of their requisitions and the funds available under their respective programmes;
- Recommends virement of funds, where necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly reports to the Director of Management Accounts on the position of commitments on-hold;
- Commits and logs incoming bills;

- Prepares monthly Outstanding Bills report and submits to the Senior Commitment Control Officer;
- Performs any other related duties that may be assigned by the relevant authority.

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

#### **Core:**

- Good oral and written communication skills;
- Strong interpersonal and influencing skills;
- Ability to work and lead in teams;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills;
- Good analytical skills;
- Good judgment skills.

#### **Technical:**

- Excellent knowledge of Government Accounting guidelines;
- Good knowledge of the FAA Act;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Proficiency in the use of relevant accounting computer application.

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

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Friday, 2<sup>nd</sup> August, 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**