



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

CIRCULAR No.307

OSC Ref. C. 4858⁵⁰

30th 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 the post of **Laboratory Technician (SOG/ST 2) – (Not Vacant) in Research and Development Division (Bodles, Old Harbour, St. Catherine), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the supervision of the Plant Protection Officer (SOG/ST 5), the Laboratory Technician (SOG/ST 2), is responsible for ensuring that full laboratory support is provided for research, pest identification, diagnostic and regulatory work.

Key Responsibilities

Technical/Professional:

- Prepares laboratory reagents and culture media for diagnostic work;
- Collects, registers, and prepares specimens and samples brought to the laboratory for identification of pests and diagnosis by the Plant Protection Officers;
- Maintains laboratory records;
- Performs chemical analyses on animal samples brought in by farmers;
- Operates laboratory equipment which assist in the analysis of samples;
- Ensures that reference collection is adequately maintained;
- Assists with orientation/training of students from secondary/tertiary institutions.

Other

- Visits farms and other holdings to assist Plant Protection Officers with field work;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Good interpersonal skills;
- Good people management skills;
- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Strong integrity;
- Strong teamwork and co-operation skills;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- Good analytical thinking skills;
- Strong leadership skills.

Technical

- Sound knowledge of laboratory techniques and standards;
- Sound knowledge of material resources;
- Ability to perform basic maintenance and servicing of laboratory equipment;
- Very observant and alert;
- Knowledge of the operations of Government/Ministry's policies and procedures;
- Good report writing skills;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Laboratory Technician Certificate or equivalent qualification.
- OR**
- Four (4) CXC or GCE O' Level subjects including passes in English Language, Mathematics, Chemistry and one (1) other subject or its equivalent;
 - One (1) year experience working in a Laboratory.

Special Conditions Associated with The Job

- Exposure to hazardous chemicals;
- Exposure to ultraviolet radiation;
- Exposure to dust, bacteria and fungal spores;
- Occasional long working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th August, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

E-mail: 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**