



## Office of the Services Commissions

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### **CIRCULAR No. 335** **OSC Ref. C.4858<sup>50</sup>**

**2<sup>nd</sup> September, 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. Plant Quarantine/Produce Inspector 2 (SOG/ST 5) (Vacant)- Plant Quarantine/Produce Inspection Branch (Ocho Rios, St. Ann), salary range \$3,501,526 - \$4,709,163 per annum.**
- 2. Secretary 2 (OPS/SS 2) (Not Vacant)- Agricultural Land Management Division (Hope Gardens, Kingston), salary range \$1,439,455 - \$1,935,907 per annum.**

#### **1. Plant Quarantine/Produce Inspector 2 (SOG/ST 5)**

#### **Job Purpose**

Under the general supervision of the Import/Export Manager (SOG/ST 7), the incumbent will ensure that only the highest quality, pest-free agricultural produce is exported and imported, to prevent the introduction of exotics plant pest into the island.

#### **Key Responsibilities**

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

- Inspects and certifies agricultural commodities for export;
- Inspects and certifies imported agricultural produce;
- Inspects new and existing packing facilities to ensure compliance with established requirements;
- Provides orientation for new exporters;
- Conducts inspections and supervises fumigation done in accordance with USDA Pre-clearance programme;
- Maintains manual and electronic records of daily inspections;
- Maintains and updates export/import database;
- Represents the Plant Quarantine Unit at seminars, workshops, meetings and agricultural shows;
- Provides training on plant quarantine matters to the Customs Department and other relevant agencies;
- Advises potential and existing exporters and importers as well as the public in general on plant quarantine regulations and procedures;
- Prepares and submits monthly reports to Senior Plant Quarantine Officers;
- Participates in pest surveys, surveillance and other related activities;
- Collects, examines, records and destroys agricultural contraband;
- Inspects arriving aircrafts and sea vessels for restricted agricultural commodities and proper containment of international garbage;
- Visits farms where crops are grown for export to ensure that good agricultural practices are observed and to give advice on possible actions to minimize pest infestation,

##### ***Human resource:***

- Assistant in orientation and training of new Plant Quarantine inspectors;
- Provides guidance to staff through coaching, mentoring and training;
- Performs any other related functions assigned from time to time.

#### **Required knowledge, Skills and Competencies**

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

- Good oral and written communication skills

- Good presentation skills
- Good customer and quality focus skills
- Good interpersonal skills
- High level of integrity and professionalism
- Good problem-solving and decision-making skills
- Good teamwork and cooperation skills

***Technical:***

- Sound knowledge of the Plant Quarantine and Produce Inspection Acts and Regulations
- Excellent knowledge of plant quarantine procedures and practices
- Good knowledge of internationally accepted sanitary and phytosanitary procedures
- Proficiency in the use of relevant computer applications
- Knowledge of best practices in post-harvest handling and storage of produce
- Basic knowledge of Entomology, Botany and Plant Pathology
- Good knowledge of the operations of Government/GOJ/Ministry's policies and procedures.

**Minimum Required Qualification and Experience**

- Associate Degree in Agriculture or equivalent or qualification;
- Basic computer training;
- Training in fumigation techniques;
- Three (3) years' experience at the Inspector 1 level,

**Special Conditions Associated with Job**

- Exposure to hazardous chemicals such as Methyl Bromide used at the Export Complexes in the fumigation process for certain export commodities.

**2. Secretary 2 (OPS/SS 2)**

**Job Purpose**

Under the supervision of the Regional Rural Planner, the incumbent is responsible for providing secretarial and support services to the Planning Unit and other members of staff as directed, to ensure the effective and efficient operations of the Unit.

**Key Responsibilities**

- Transcribes and reproduces minutes of meetings;
- Composes and reproduces letters, memoranda and reports;
- Receives and makes telephone calls and translates messages;
- Ensures that messages are received and delivered;
- Schedules appointments and arranges meetings;
- Monitors and maintains the attendance register and leave of absence cards;
- Maintains and updates records and filing system;
- Screens and directs visitors to the relevant Officers;
- Records and dispatches incoming and outgoing mails;
- Analyses reports for soil, plant and water, and types and files copies;
- Prepares invoices for services and monitors the processing of payments;
- Receives, forwards and directs faxes to the relevant officers;
- Performs any other related duties which may be assigned from time to time.

**Required knowledge, Skills and Competencies**

- Excellent written and oral communication skills
- Good interpersonal skills
- Excellent customer and quality focus skills
- Good problem solving and decision-making skills
- Good conflict management skills
- Good time management skills

- Integrity
- Social skills

**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 Friday, 13<sup>th</sup> September, 2024 to:**

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

E-mail: [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**