



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 412**

**OSC Ref. C. 4858<sup>50</sup>**

**14<sup>th</sup> October, 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. **Senior Plant Quarantine/Enquiry Point Officer (SOG/ST 8) (Not Vacant) - Plant Quarantine/Produce Inspection Branch, Kingston**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Office Attendant (LMO/TS 2) (Vacant) - Facilities and Property Management Branch, Hope Gardens, Kingston**, salary range \$18,647.00 - \$25,078.00 per week.

### **1. Senior Plant Quarantine/Enquiry Point Officer (SOG/ST 8)**

#### **Job Purpose**

Under the direct supervision of the Chief Plant Quarantine/Produce Inspector, the Senior Plant Quarantine/Enquiry Point Officer is responsible for assisting with the management of the Plant Quarantine Produce Inspection Branch, by ensuring that the services extended to internal and external stakeholders are provided in an efficient and timely manner and that the administrative support needed to facilitate the effective functioning of the Export Complexes are provided. The officer ensures that the export facilities are in compliance with national and international food safety standards.

The incumbent also manages Jamaica's Sanitary and Phytosanitary (SPS) Enquiry Point, in compliance with the World Trade Organization Sanitary and Phytosanitary Agreement.

#### **Key Responsibilities**

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

- Reviews requests for Import Permit;
- Ensures that inventory is stocked with the necessary stationary, cleaning and other supplies;
- Manages Jamaica's Sanitary and Phytosanitary (SPS) enquiry point;
- Provides information to relevant industry personnel, such as changes in International Sanitary and Phytosanitary regulations and general import and export regulations and procedures;
- Liaises with relevant regulatory agencies to draft Sanitary and Phytosanitary notifications on new or changed regulations impacting on agricultural trade for submission to World Trade Organization;
- Performs the duties of Jamaica's Internet Portal (IP) Editor on the International Plant Protection Convention (IPPC) data base;
- Administers the Ministry's Trade Point System-E-payment System;
- Assists with the preparation of Import Permits manually and electronically;
- Administers the Plant Health Surveillance System;
- Responds to trading partners' requests for information on imports as it relates to Jamaica's regulations and the WTO SPS agreement;
- Represents the Plant Quarantine Unit at meetings, workshops and other functions, as directed by the Chief Plant Quarantine Inspector;
- Assists Chief Plant Quarantine inspector in general management of the Plant Quarantine/Produce Inspection Branch;
- Manages import/export database;
- Liaises with Chief Plant Quarantine Inspector to determine strategic areas of training and development that Plant Quarantine Branch needs. Staff evaluated and assessed Jamaica's good manufacturing practices adopted and implemented;
- Guides exporters compliance with national and international food safety standards and other requirements of trading partners;
- Monitors implementation of Good Manufacturing Practices (GMPs);

- Guides development of Exporters Food Safety Plan in according to specifications.

**Technical/Professional:**

- Ensures that Inspectors comply with inspection procedures;
- Reviews and approves requests for import permit;
- Administers the Ministry's Trade Point System – E-payment System;
- Manages import/export database;
- Responds to trading partners' requests for information on imports as it relates to Jamaica's regulations and the WTO SPS agreement;
- Keeps stakeholders informed of relevant SPS measures relating to exports;
- Assists in developing new operational procedures;
- Ensures that Jamaica's information is kept up to date on the IPPC portal;
- Ensures that quarterly reports are prepared and submitted;
- Assists in the conducting and preparation of Pest Risk Analyses;
- Ensures that the staff is informed of phytosanitary developments;
- Prepares SPS notifications, in collaboration with chief Plant Quarantine Inspector for forwarding to WTO;
- Co-ordinates Jamaica's dissemination of SPS Newsletter;
- Ensures that monthly and annual reports are prepared for submission to the Head Office;
- Ensure inspection and certification of Agricultural commodity processing plants;
- Ensure inspection and certification of imports and exports;
- 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 Resources Responsibilities**

- 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, promotions, termination and leave, in accordance with the 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 the Division's and Organization's goals;
- Performs other related functions assigned from time to time by the Chief Plant Quarantine/Produce Inspector

**Required Knowledge, Skills and Competencies**

**Core:**

- Good oral and written communication skills;
- Ability to lead and work in teams;
- Good leadership skills;
- Good interpersonal skills;
- Excellent customer and quality focus skills;
- Good presentation skills;
- Ability to impart acquired knowledge in a lucid manner;
- High level of integrity, professionalism and sense of service.

**Technical:**

- Excellent knowledge of the Plant Quarantine Act and Regulations;
- Excellent knowledge of the Ministry's Policies and Procedures;
- Excellent knowledge of the SPS Agreement;
- Good knowledge of International Standards and Agreements related to Phytosanitary matters and the trade in Agricultural produce;
- Good knowledge of National and International Food Safety standards and other requirements of trading partners;
- Excellent knowledge of Good Manufacturing Practices relevant to exports of fresh produce;
- Proficiency in the use of relevant computer applications.

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

- Bachelor of Science Degree in Agriculture, Natural Science or related area;
- Five (5) years' experience at the Senior Plant Quarantine Inspector level;
- Excellent knowledge in the use of computer and Microsoft applications;
- Training in Supervisory Management.

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

- Exposures from time to time to Methyl Bromide fumigant used at the export complexes in the fumigation process for certain export commodities;
- Extended working hours to prepare for exhibitions and workshops;
- Islandwide travelling to participate in training and perform inspections.

## **2. Office Attendant (LMO/TS 2)**

### **Job Purpose**

Under the supervision of the Chief Office Attendant, the Office Attendant is responsible for providing support services by cleaning, dusting, and maintaining the office, office furniture, and its environs.

### **Key Responsibilities**

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

- Cleans offices furniture, equipment and fixtures;
- Washes and sanitizes utensils and kitchenette;
- Disposes of waste from garbage bins;
- Prepares and serves refreshments;
- Circulates and delivers mail;
- Sorts and collects mails;
- Collects and delivers files, as requested;
- Assists with photocopying of documents;
- Collects and delivers toiletries;
- Attaches notices to internal notice boards and updates display boards weekly;
- 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;
- Strong customer and quality focus skills;
- Ability to use initiative;
- Good teamwork and co-operation skills.

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

- Good house-keeping skills;
- Basic computer skills;
- Knowledge of the operations of Government/Ministry's policies and procedures.

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

- Successfully completed Secondary School Education with the ability to read and write.

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

- Exposure to harmful chemicals, fumes and dust.

Applications accompanied by résumés should be submitted **no later than Monday, 28<sup>th</sup> October 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