



Office of the Services Commissions

(Central Government)

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22nd November, 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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Geologist (SOG/ST 6) (Vacant) - Mines and Geology Division**, salary range \$5,198,035 – \$6,990,779 per annum.
2. **Library Assistant (PIDG/LA 1) (Not Vacant) - Mines and Geology Division**, salary range \$1,439,455 – \$1,935,907 per annum.
3. **Secretary 2 (OPS/SS 2) (Vacant) - Mines and Geology Division**, salary range \$1,439,455 – \$1,935,907 per annum.

1. Senior Geologist (SOG/ST 6)

Job Purpose

Under the supervision of the Director, Research and Mapping, the Senior Geologist is responsible for the systematic mapping of the entire island and for the identification and analysis of the extent and inter-relationship of all rock types.

Key Responsibilities

Management/Administrative:

- Acts in the capacity of Director of the Research and Mapping Unit, when necessary;
- Prepares Recurrent Budget for the geological and geotechnical sections of the Research and Mapping Unit.

Technical/Professional:

- Co-ordinates, monitors and participates in the systematic geological mapping of the entire island, and constantly upgrades geological maps for use by local and foreign clients;
- Supervises geological, geotechnical and engineering geology projects, inclusive of planning field operations, supervising junior geologist, geological assistants and attendants in the collection of field data;
- Supervises and monitors the preparation, editing and publication of new metric series of geological maps that has been placed in digital format;
- Conducts geotechnical and geohazard investigations using relevant software (ArcGIS, CAD etc.);
- Prepares technical reports on geological and geohazard assessments, mapping exercises and related projects/programmes;
- Supervises and monitors the activities of junior staff in the creation of a geological information database by the re-structuring and re-organization of maps, photos and other data source containing geological information;
- Delivers special order maps containing geological data to internal and external clients;
- Conducts lectures and seminars on rocks, minerals and other geological topics for primary, secondary and tertiary institutions, as well as social groups;
- Delivers reports, technical papers and offer consultations related to geological and geotechnical information to internal and external clients;
- Responds to queries and complaints pertaining to geological and geotechnical matters;
- Represents the Division on technical committees concerned with geotechnical and geological matters, as requested;
- Assists in the processing of subdivision applications and conducts hazard assessment on an islandwide basis;
- Supervises consultants which provide geotechnical and geological services for a contracted period;

- Performs any other related duties that may be assigned from time to time.

Human Resources:

- Assists in evaluating and training of RMU's staff, ensuring their training needs and career development opportunities are provided;
- Motivates staff to increase level of participation and improve work performance;
- Trains subordinate staff on geological and geotechnical methods and techniques;
- Provides leadership and mentoring to staff within the Unit;
- Participates in the recruitment of staff to the RMU.

Required Knowledge, Skills and Competencies

Core:

- Good planning and organizing skills;
- Good interpersonal skills;
- Good administrative and management skills;
- Good oral and written communication skills;
- Excellent time management skills;
- Ability to work on own initiative and under pressure;
- Good analytical thinking skills;
- Good teamwork and co-operation skills;
- Good problem-solving and decision-making skills.

Technical/Functional:

- Extensive knowledge in geology, geotechnics and geophysics and their related applications;
- General knowledge of civil engineering principles and practices;
- General knowledge of Government policies and procedures;
- Competence in the use of Microsoft Applications and other computer applications;
- General knowledge of Planning Regulations, Acts, Codes and practices as it relates to the planning, environmental, engineering and mining organizations;
- Demonstrated knowledge in Project Management;
- Strong Research and Reporting skills;
- General knowledge in Remote Sensing Techniques/Satellite Imaging.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Geology/Geosciences related Field;
- Postgraduate Training in Geology would be an asset;
- Certification in Basic Cartographic and GIS software;
- Experience in aerial photographic interpretation;
- Experience in thin-section Analysis of Rocks and Minerals;
- Experience in Map Reading Techniques;
- Three (3) years' experience at a senior level in Geological Field Mapping exercises.

Special Conditions Associated with the Job

- Must possess a valid Driver's Licence;
- Treacherous terrain conditions (rugged, remote, etc.);
- Individual must be able and willing to travel islandwide and work in harsh environments, such as exposure to sun and inclement weather, and potentially dangerous animals and plants;
- Individual must be able to work extended hours which may include living in remote parts of the island;
- Adverse weather conditions (rain, thunderstorms, excessive exposure to sunlight);
- Working in hazardous areas and disaster zones;
- Exposure to insects, parasites and dangerous animals (bees, grass lice, dogs, cow itch, cows, etc.);
- Willing to work on weekends and spend extensive time conducting fieldwork related activities

3. Library Assistant (PIDG/LA 1)

Job Purpose

Under the direct supervision of the Information/Public Education Supervisor, the Library Assistant is responsible for providing library and research services for the organization. The incumbent also maintains the Library, its collections and ensuring that information is accessible to the public upon request.

Key Responsibilities

- Assists in preparing estimates of expenditure for the Library;
- Sorts and indexes periodicals received;
- Accessions incoming material;
- Maintains promotional stocks (I.e. brochures, banners and all branded material);
- Prepares Work Plans;
- Analyzes staff requests to determine information needed;
- Keeps abreast of current professional practices and developments in the field;
- Promotes and develops systems for appropriate classification, cataloguing and indexing;
- Maintains an updated computerized library database;
- Undertakes on-going purging of library material;
- Maintains a collaborative network with other libraries and Information Units;
- Develops a collection development plan to guide acquisition of data;
- Maintains an up-to-date compilation of newspaper clippings;
- Cuts, mounts and assigns subject headings to newspaper clippings;
- Makes photocopies, binds and scans materials on behalf of clients;
- Mounts internal and external exhibitions;
- Sells maps and publications and records sales;
- Produces rock cards;
- Implements library policies and procedures;
- Develops convenient, accessible library and information services;
- Reviews resource matters to determine needed information;
- Compiles list of overdue material by borrowers;
- Prepares reports related to library and information services;
- Provides effective access to library collections and resources;
- Performs original cataloguing and classification of print, audio-visual and electronic resources;
- Develops and maintains special indexing systems and files for special collections;
- Maintains the organization of library materials;
- Markets, Library, communication and Mines and Geology Division's (MGD's) services
- Provides information to stakeholders;
- Maintains virtual library;
- Performs any other related duties that may be assigned by the Information/Public Education Supervisor/Deputy Commissioner from time to time.

Required Knowledge, Skills and Competencies

Core:

- Teamwork and co-operation skills;
- Good interpersonal skills;
- Good oral and written communication skills;
- Customer and quality focus skills;
- Compliance.

Technical:

- Good knowledge of library operations;
- Good knowledge of management information systems and tools;
- Good knowledge of Information and records administration/management/Universal Decimal Classification/ICIS;
- Research and evaluation;
- Managing the client interface.

Minimum Required Qualification and Experience

- Certificate in Library Technical Education;

- Four (4) CXC or GCE “O” Levels Certificate Subjects inclusive of Mathematics and English;
- Two (2) years’ working experience in a Library would be an asset.

Special Conditions Associated with the Job:

- Exposure to dust;
- May be required to work beyond regular working hours.

4. Secretary 2 (OPS/SS 2)

Job Purpose

Under the general direction of the Director, Research and Mapping the Secretary 2 performs secretarial services for the efficient operation of the office, data management and reception functions.

Key Responsibilities

Administrative:

- Maintains shared electronic folders;
- Works closely with staff in the Division to follow up on documents prepared for the Director, Research and Mapping;
- Drafts and finalizes letters and memoranda;
- Screens telephone calls and visitors;
- Handles routine correspondence on behalf of the Director, Research and Mapping by retrieving and sending correspondence from intranet and internet or otherwise;
- Maintains the work diary (both electronically and written) recording appointments, meetings, visits etc. on a day-to-day basis and confirms, cancels and reschedules appointments for staff;
- Maintains an up-to-date electronic and hard copy filing system for the Unit;
- Ensures updating of the NEPA administered AMANDA system;
- Maintains a database/logging system for development applications;
- Maintains inventory of office supplies/resources.

Technical:

- Ensures that all correspondence of a general or routine nature received are properly processed in keeping with agreed timelines;
- Prepares draft responses to certain correspondence for vetting by the Director, Research and Mapping;
- Addresses some problems relating to the routine operations of the office, by interfacing with the appropriate Mines and Geology Division (MGD) staff and other Government entities as well as the Private Sector;
- Keeps abreast of the progress of activities within the MGD, providing background information, as well as preparing the Director, Research and Mapping for participation in meetings;
- Organizes meetings for the Director, Research and Mapping;
- Takes notes at meetings and produces Minutes;
- Prepares pre-conference papers for the Director, Research and Mapping and attends meetings, as may be required;
- Ensures that the Director, Research and Mapping receives reports from direct reports in relation to the Division’s operations by due dates and in the correct format;
- Keeps the Director, Research and Mapping abreast of relevant information on media coverage/public opinion as they relate to issues of the MGD’s portfolio.
- Makes travel and accommodation arrangements for the Director, Research and Mapping, when necessary;
- Assists with the planning and executing of workshops/seminars;
- Performs any other related duties that may be assigned from time to time by the Director, Research and Mapping.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills;
- Good customer and quality focus skills;
- Good teamwork and co-operation skills;

- Good interpersonal skills;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- Compliance;
- Ability to work on own initiative
- Integrity.

Technical:

- Good Secretarial and Administrative Management skills;
- Use of technology (relevant computer applications);
- Records and Information Management skills;
- Ability to record and transcribe Minutes;
- Ability to maintain calendars and schedule appointments;
- Ability to create, compose and edit written materials;
- Ability to work under pressure and meet deadlines.

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- 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 Thursday, 5th December, 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

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**