



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 490**

### **OSC Ref. C. 4858<sup>51</sup>**

**6<sup>th</sup> December, 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. Field Assistant (SOG/ST 2) (Vacant) - Research and Development Division (Bodles Research Station, Old Harbour, St. Catherine)**, salary range \$1,711,060 - \$2,301,186 per annum.
- 2. Accounting Technician 1 (FMG/AT 1) (Vacant) - Research and Development Division (Bodles Research Station, Old Harbour, St. Catherine)**, salary range \$1,711,060 - \$2,301,186 per annum.
- 3. Driver 2 (LMO/DR 2) (Not Vacant) - Mines and Geology Division**, salary range \$27,682 - \$37,229 per week.
- 4. Driver 1 (LMO/DR 1) (Vacant) - Research and Development Division (Montpelier Research Station, Montego Bay, St. James)**, salary range \$22,720 - \$30,556 per week.

#### **1. Field Assistant (SOG/ST 2)**

##### **Job Purpose**

Under the supervision of the Farm Manager, the Field Assistant is responsible for assisting with the supervision and control of programmes for the establishment and maintenance of experimental plots, orchards, plant multiplication and demonstrations.

##### **Key Responsibilities**

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

- Assists with the preparation of work programmes;
- Assists with the implementation of work programmes;
- Assists in the layout, staking and labelling of plots/land for experimental treatments;
- Supervises activities related to the establishment, cultivation, transplanting, disease and pest control, care and general maintenance of cutting, seedling, plants;
- Attends meetings, seminars and workshops;
- Assists with the measuring of tasks and calculating payments;
- Inspects work in progress to ensure compliance with approved standards and guidelines.

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

- Prepares and submits Monthly Reports;
- Prepares and submits fortnightly Pay Bills;
- Issues items from stores;
- Provides guidance and assistance to field staff;
- 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;
- Good people management skills;
- Good teamwork and co-operation skills;
- Good customer and quality focus;
- Compliance;
- Good problem-solving and decision-making skills.

**Technical:**

- Sound knowledge of farm practices and techniques;
- Ability to read and layout experimental plots;
- Proficiency in the use of relevant computer applications;
- Knowledge of the operations of Government/Ministry's policies and procedures.

**Minimum Required Qualification and Experience**

- Level 2 Certification from the National Council of Technical and Vocational Training (NCTVET);
- One (1) year related work experience.

**OR**

- Graduate from an Agricultural Technical School;
- Two (2) years related work experience.

**Special Condition Associated with the Job**

- Exposure to agricultural chemicals;
- Extended hours outdoors;
- Ability to lift 22 kg.

**2. Accounting Technician 1 (FMG/AT 1)****Job Purpose**

Under the supervision of the Professional Accountant, the Accounting Technician provides accounting support by ensuring that all accounting procedures, as it relates to payment of bills, travelling allowances, salaries, payroll and statutory deduction and all other accounting duties, are accurately computed in accordance with the standards of the Government of Jamaica FAA Act.

**Key Responsibilities****Technical/Professional:**

- Prepares payment of bills, traveling allowance and subsistence allowance;
- Maintains cards for travelling and subsistence allowances;
- Ensures that claims submitted are properly prepared, certified and approved for payment by authorized officer;
- Prepare vouchers for payment of bills and cheques;
- Maintains a register for all supporting documents submitted;
- Prepares invoices for zero rate;
- Records and maintains records of utility bills and payments;
- Maintains Journal for daily, monthly and yearly transactions;
- Prepares salary, statutory and personal deduction cheques for fortnightly paid employees;
- Prepares contract levy form for contractors and ensures deductions are paid over to Inland Revenue Department;
- Ensures that contracts for contractors are properly prepared and authorized before preparation of vouchers;
- Maintains records of all contract contractors;
- Checks lodgments;
- Prepares quarterly revenue statements;
- Batches vouchers in order to reconcile with Cash Book balance;
- Performs any other related duties that may be assigned from time to time by the Professional Accountant (FMG/PA 1) or Principal Research Director.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills;
- Good teamwork and co-operation;
- Good interpersonal skills;
- Ability to use own initiative;
- Good customer and quality focus skills;
- Good problem-solving and decision-making skills.

**Technical:**

- Good knowledge of the stipulations of the FAA Act;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Sound knowledge of general accounting principles;
- Competence in the use of spreadsheets and computerized accounting systems.

**Minimum Required Qualification and Experience**

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution;
- At least two (2) years' relevant experience.

**3. Driver 2 (LMO/DR 2)****Job Purpose**

The incumbent is responsible for transporting mails, goods, materials and personnel to facilitate the effective operations of the Division.

**Key Responsibilities****Technical/Professional:**

- Provides technical guidance to Driver 1;
- Assists with routine vehicle maintenance schedules;
- Ensures that vehicles are road worthy;
- Makes technical fleet recommendations;
- Maintains the vehicles log;
- Ensures that the vehicle is licensed and certified as road worthy at all times;
- Visits the Motor Vehicle Examination Department to have the vehicles examined;
- Takes vehicle to the garage for repairs, and collects vehicle after repairs are completed;
- Ensures that the vehicle is serviced, and fitness test is done.

**Administrative:**

- Provides on-the-job training for Drivers;
- Safeguards the vehicle, charge card and keys against damage, theft or misuse;
- Transports delegates;
- Reports promptly to the Office Manager any defects or damage to the vehicle;
- Transports officers on official assignments, and materials, that are required for official events, and as assigned;
- Reports promptly details of any accident in which the vehicle may be involved;
- Delivers and collects mail and items assigned;
- Carries out special assignments to the rural areas;
- Submits gas receipts;
- 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;
- Customer and quality focus;
- Teamwork and co-operation;
- Integrity;
- Compliance;

- Good interpersonal skills;
- Change management;
- Good problem-solving and decision-making skills;
- Good leadership skills;
- Ability to use own initiative;
- Good planning and organizing skills;
- Goal/result oriented.

***Technical:***

- Familiarity with Urban/Rural Region;
- Defensive driving;
- Sound driving techniques;
- Knowledge of Government operations.

**Minimum Required Qualification and Experience**

- School Leaving Certificate or Completion of Secondary Level Education;
- Valid Jamaican General Driver's License (7000KG);
- Basic training/knowledge in the Handling of Vehicle Mechanical Parts and their Operations;
- Four (4) years' experience as a Driver;
- Certificate of competence to operate motor vehicle from the Island Traffic Authority;
- Experience in a similar position in the Civil Service would be an asset.

**Special Conditions Associated with the Job**

- Working outside of the normally prescribed working hours;
- Working on locations away from the Division/Head Office;
- Lifting of objects;
- Must be able to pass the driver's assessment test conducted by the Island Traffic Authority;
- Maybe required to work outside normal working hours during the week;
- General washing and cleaning of vehicle assigned.

**4. Driver 1 (LMO/DR 1)**

**Job Purpose**

Under the supervision of the Senior Research Director, the Driver 1 undertakes the collection and delivery of mails and documents on behalf of the Station; transports staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

**Key Responsibilities**

- Transports goods/materials from the station to location around town;
- Transports farm products for export from locations Islandwide;
- Collects and signs for fuel oil, where necessary, accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tyres, tools and jack are in place and ensures that any puncture tyre on the Unit is changed before driving unit;
- Ensures that the vehicle is regularly serviced and maintained, as required;
- Reports all defects, deficiencies, shortage or damage discovered to the Transport Manager promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles.

***Other:***

- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents in which the vehicle assigned was involved;
- 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;
- Good time management skills;
- Good problem solving and conflict management skills;
- Good customer and quality focus skills;
- Ability to use own initiative.

#### **Technical:**

- Excellent defensive driving skills;
- Proficient in basic mechanics;
- Knowledge of basic motor vehicle maintenance;
- Knowledge of the operations of Government;
- Knowledge of the Ministry's policies and procedures.

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

- Completion of Secondary Level Education;
- Possession of a General Driver's License;
- Approval to operate motor vehicle from Island Traffic Authority;
- Three (3) years' experience in a similar position;
- Ability to read and write legibly.

Applications accompanied by résumés should be submitted **no later than Thursday, 19<sup>th</sup> 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](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**