



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 6** **OSC Ref. C. 4858<sup>51</sup>**

8<sup>th</sup> January, 2025

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 following posts in the **Agricultural Land Management Division, Ministry of Agriculture, Fisheries and Mining**:

1. **Regional Land Capability Planner (SOG/ST 7) (Eastern Region) - (Not Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Soil Scientist (SOG/ST 5) - (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.

#### **1. Regional Land Capability Planner (SOG/ST 7)**

##### **Job Purpose**

Under the supervision of the Senior Director, Agricultural Land Management, the Regional Land Capability Planner undertakes land use surveys and Land Evaluation Assessments, contribute to recommendations which form a critical component of agricultural development plans and/or policies related to soil and land use at the local, national or regional level.

The incumbent also exercises responsibility for the examination of mined-out lands, which have been reclaimed, to verify that the required reclamation standards have been met. The Regional Land Capability Planner also provides authoritative and technical advice to farmers and agricultural stakeholders on crop suitability; technical assistance is also provided after consultation with team members on soil fertility status, and to local authority personnel on land management and development issues.

##### **Key Responsibilities**

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

- Participates in committees and Divisional meetings and seminars;
- Provides guidance on methodology and technique, etc.;
- Manages the flow of work in drawing offices, as well as maintenance of cartographic standards;
- Monitors the supplies and conducts inventory, as required;
- Participates in the development of the Work, Corporate and Operational Plans.

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

- Conducts site visits to collect soil, water and plant samples for analysis;
- Participates in soil surveys and rural land evaluation assessments to determine crop suitability and verification of land use interpretation;
- Assesses bauxite mined out lands which have been reclaimed to verify that the required reclamation standards have been met;
- Assesses sites for limestone quarries and/or sand mining to determine possible impact on lands suitable for agriculture;
- Verifies that the lines and polygons are created accurately and the attributes are developed correctly on a national level for soils, land use and land capability database;
- Determines the crops that are suitable for specific land parcels in terms of soils and land related constraints for crop production;
- Conducts special purpose studies on land that are contemplated for agricultural development;
- Liaises with laboratory staff on issues pertaining to the analyses of soil, plant and water samples;
- Liaises with Local Planning Authority on proposed subdivision applications;
- Conducts site visits to verify information from aerial photo interpretation;
- Provides assistance to students in the area of soils, land use/land cover, remote sensing technique for land evaluation assessment and other related areas;

- 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 time management skills
- Good customer and quality focus skills
- Good teamwork and co-operation skills
- Good interpersonal skills
- Good analytical skills
- Ability to use own initiative

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

- Good cartographic (map reading) skills
- Good knowledge of GIS and related applications and remote sensing techniques
- Good knowledge of the principles and practices of agricultural resource protection and agricultural land use planning
- Good knowledge of land use development review techniques and development approval process, agricultural land resource management, development planning models and the social factors impacting on the use of agricultural lands
- Knowledge of relevant computer applications
- Good knowledge of soil sampling techniques and fertility management

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

- Bachelor of Science in Agriculture, specialized training in GIS and four (4) years related experience.

**OR**

- Bachelor of Science in Rural Planning with specialization in Agriculture, Land Use Planning and Development and GIS, and three (3) years' experience.

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

- Extensive traveling to rural areas accessible only with all-terrain vehicles;
- Required to work outside normal working hours;
- Exposure to insects and man-made hazards.

## **2. Soil Scientist (SOG/ST 5)**

### **Job Purpose**

Under the direction of the Senior Director, the Soil Scientist investigates chemical, physical, biological and mineralogical composition of soil relevant to agriculture, conducts research and develops methods that will improve the use of soil, and increase productivity of the land with emphasis placed on sustainability.

The incumbent is required to establish and maintain strong linkages with institutions and professionals (local and international) in order to collaborate and provide technical advice, policy direction, as well as best practices in sustainable soil management. As the focal point on Soil Science within the Ministry/Division, the Soil Scientist will also be responsible for the dissemination of information, to develop technical documents and reports, develop and maintain a comprehensive Soil Database and conduct training for technical staff, farmers and other stakeholders in the Sector.

### **Key Responsibilities**

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

- Participates in the Strategic Planning Process of the Division;
- Provides guidance and information to the Director, staff and clients on new developments in policy and international best practices;
- Represents the Division at meetings, workshop and seminars;
- Collaborates with team members on projects related to crop production, land management and other related issues;
- Provides guidance and training to interns.

**Technical/Professional:**

- Undertakes specialized research projects and findings and utilizes data for policy development;
- Plans, organizes and conducts surveys and investigations and determines methodology to be used;
- Initiates schedules and conducts investigations;
- Analyzes results to determine measures needed to maintain and/or restore proper soil management;
- Collects soil samples for soil fertility analyses or special purpose studies;
- Formulates Work Plans for soil and land use projects;
- Plans and implements soil surveys and land capability classification;
- Analyses soil pits and auger boring in order to classify soils in Jamaica;
- Determines remedial actions to sustain crop production and soil health;
- Acts as a resource person, develops data and conducts training programmes for Ministry staff, farmers and other agricultural stakeholders;
- Participates on work teams to plan, develop and implement Land Management programmes and policies;
- Develops, conducts and/or participates in studies on various land uses, gathering information for use in developing corrective action plans;
- Responds to complaints and questions on soil matters and provides information and clarification;
- Inspects sites for issuance of licence to operate quarry or reclamation of mined-out bauxite lands;
- Prepares and participates in training activities for soil fertility and fertilizer recommendations;
- Performs quality control checks and samples data to ensure accuracy and consistency with local and international standards.

**Human Resources:**

- Monitors and evaluates the performance of direct reports, prepares Performance Evaluation 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;
- Supervises Cartographer and prepares work schedules and guidance, as required;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Good interpersonal skills
- Good analytical thinking skills
- Good teamwork and co-operation
- Good customer and quality focus skills
- Good problem-solving and conflict management skills
- Excellent time management skills
- Strong leadership skills
- Strong integrity

**Technical:**

- Knowledge of Soil science and its application in Agriculture
- Proficient in the use of relevant computer applications (including geographic information system)
- Knowledge of Geology and Environmental Management
- Knowledge of Local and International Soil Classification Systems
- Knowledge of Map reading and Navigational skills
- Good knowledge of GIS
- Knowledge of the operations of Government/Ministry's policies and procedures

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

- BSc. Degree in Agriculture, Agronomy with specialized training in Soil Science Crop Production, Soil Science, Environmental Science, Environmental Management with related area in which Soil Science forms a significant component of the course of study or equivalent post graduate qualifications and experience;
- Five (5) years' experience in related area.

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

- Extensive travelling to rural areas to conduct investigations, collect samples and assess sites;
- Physically fit to maneuver rugged terrain;
- Extensive field work in varying conditions;
- Overseas travel to represent the Ministry at meetings, seminars or workshops.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21<sup>st</sup> January, 2025 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](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**