



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 55 **OSC Ref. C. 4858⁵²**

6th February, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the following **VACANT** posts in the **Agricultural Land Management Division, Ministry of Agriculture, Fisheries and Mining**:

1. **Regional Land Capability Planner (SOG/ST 7) - (Western Region - Catherine Hall, Montego Bay)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Handyman/Gardener (LMO/TS 1) - (Hope Gardens, Kingston)**, salary range \$18,647 - \$25,078 per week.
3. **Gardener (LMO/TS 1) - (Hope Gardens, Kingston)**, salary range \$18,647 - \$25,078 per week.

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, which 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, 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. Handyman/Gardener (LMO/TS 1)

Job Purpose

Under the supervision of the Manager, Administration and Support Services, the Handyman/Gardener conducts landscaping activities, as required, ensures maintenance of the grounds and lawns of the Ministry's compound.

Key Responsibilities

- Sweeps and rakes compound;
- Mows and weeds lawns;
- Trims trees on premises;
- Maintains and replaces flowers and foliage;
- Plants, waters and maintains plants;
- Locates and plants shrubs, trees and flowers;
- Repairs and maintains gardening equipment;
- Makes repairs to concrete and asphalt walks and driveways;
- Assists with minor plumbing and carpentry repairs;
- Assists Technical Officer on field trips;
- Collects soil samples;
- 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 teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Strong customer and quality focus skills
- Good time management skills

Technical:

- Excellent gardening skills
- Good knowledge of landscaping
- Basic mechanical skills

Minimum Required Qualification and Experience

- Successful completion of Secondary School education with the ability to read and write.

Special Condition Associated with the Job

- Exposure to Agricultural chemicals/fertilizers.

3. Gardener (LMO/TS 1)

Job Purpose

Under the supervision of the Manager, Administration and Support Services, the Gardener conducts landscaping activities as required, ensures maintenance of the grounds and lawns of the Agricultural Land Management Division's/Ministry's compound.

Key Responsibilities

- Sweeps and rakes compound;
- Mows and weeds lawns;
- Trims trees on premises;
- Maintains and replaces flowers and foliage;
- Plants, waters and maintains plants;
- Locates and plants shrubs, trees and flowers;
- Repairs and maintains gardening equipment;
- Makes repairs to concrete and asphalt walks and driveways;
- Assists with minor plumbing and carpentry repairs;
- Assists Technical Officer on field trips;
- 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 teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Strong customer and quality focus skills
- Good time management skills

Technical:

- Excellent gardening skills
- Good landscaping skills
- Basic mechanical skills

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Exposure to Agricultural chemicals/fertilizers

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th February, 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

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