



## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 71** **OSC Ref. C. 4858<sup>52</sup>**

**13<sup>th</sup> 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 to fill the following **vacant** posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Laboratory Attendant (LMO/TS 3) - Agricultural Land Management Division**, salary range \$22,720 – \$30,556 per week.
2. **Caretaker (LMO/TS 3) - Veterinary Services Division**, salary range \$22,720 – \$30,556 per week.

#### **1. Senior Laboratory Attendant (LMO/TS 3)**

##### **Job Purpose**

Under the direct supervision of the Senior Laboratory Technician, the Senior Laboratory Attendant manages and supervises the preparation of samples, cleaning of glassware and apparatus for use by laboratory technicians in conducting analytical work. The incumbent is also responsible for the supervision of packing, sorting and retrieving items, including chemicals from the storeroom, and making them available to Technicians, when required. There is the requirement to provide information to clients and to conduct demonstrations to students on the drying, milling and sorting of samples.

##### **Key Responsibilities**

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

- Prepares samples for analyses (washing, milling and/or drying, as required);
- Collects De-ionizes Water from deionizer and distributes to storage containers;
- Washes and packs Laboratory glassware in trays;
- Removes equipment and/or chemicals from store room, as requested by technicians;
- Retrieves samples from laboratory and places in the store room;
- Cleans and re-stocks Laboratory facility;
- Provides demonstrations on drying, milling and sorting of information to clients effectively;
- Participates in the conduct of inventories and the ordering of equipment and supplies for the Laboratory;
- Maintains a safe and secure environment in the Laboratory;
- Demonstrates to students the drying, milling and sorting processes utilized in preparing samples;
- Provides information to clients.

###### ***Other:***

- Secures the Soil Laboratory at the end of the day;
- Assists with general cleaning of laboratory and equipment;
- 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 teamwork and co-operation skills
- Good customer and quality focus skills
- Methodical
- Ability to use own initiatives
- Good leadership skills
- Good planning and organizing skills

**Technical:**

- Basic knowledge of chemistry and laboratory procedures and practices
- Good display of the use of laboratory equipment
- Good display of proper laboratory techniques
- Knowledge of basic computer applications
- Basic knowledge of the ISO standards

**Minimum Required Qualification and Experience**

- Successful completion of Secondary Level education with at least one (1) CXC and at least one (1) year work experience.

**Special Condition Associated with the Job**

- Exposure to harmful chemicals, fumes and dust.

**2. Caretaker (LMO/TS 3)****Job Purpose**

Under the direct supervision of the Administrative Services Officer, the Caretaker is responsible for ensuring that the premises at the Veterinary Services Division Complex (Head Office) and all Government assets are properly secured and protected. The officer is also responsible for assisting with the maintenance of the grounds and its surroundings.

**Key Responsibilities**

- Ensures that the main gate is properly manned at all times in the absence of the Security Guard;
- Ensures that the buildings at the Ministry's Library, Plant Quarantine Office and the Veterinary Services Division are properly locked and secured;
- Ensures the buildings and gates are securely locked outside of normal working hours;
- Ensures that all security and firefighting equipment functions effectively at all times, and reports defects or problems to the Administrative Services Officer;
- Liaises with the Ministry's Security Officer with a view to maintaining effective security systems on the premises during normal working hours;
- Seeks advice and directions on matters pertaining to security systems from the Administrative Services Officer, Veterinary Services Division and the Ministry of Agriculture and Fisheries Security and Energy Officer;
- Maintains a register of normal working hours, weekends and public holidays;
- Reports any defects, or loss in or around the compound to the Ministry's Security Officer;
- Maintains custody of all office keys for the building, and ensures offices are properly locked and secured after working hours;
- Assists with the maintenance of the office grounds by cutting grass of the lawns and edges and cleaning of surroundings;
- Informs the Administrative Services Officer/Ministry's Security and Energy Officer of any break-in or theft of government property, and prepares reports;
- Makes reports of all defective external lights to the Administrative Services Officer;
- 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
- Ability to use own initiative
- Good teamwork and co-operation skills
- Good Interpersonal skills
- Strong customer and quality focus skills
- Integrity
- Good problem-solving and decision-making skills

**Technical:**

- Basic report and writing skills
- Knowledge of security procedures
- Good working knowledge of minor building maintenance

- Knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Successful completion of Secondary Level Education;
- Three (3) years' experience.

**Special Conditions Associated with the Job**

- On call twenty-four (24) hours daily.
- Must reside on property.

Applications accompanied by résumés should be submitted **no later than Wednesday, 26<sup>th</sup> February, 2025 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