



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 349 **OSC Ref. C. 4858⁵⁴**

28th November, 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/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Research Assistant (Plant Breeding) (SOG/ST 4) – Research and Development Division, Top Mountain, St. Andrew – (Not Vacant)**, salary range \$2,803,771 – \$3,770,761 per annum.
2. **Senior Laboratory Attendant (LMO/TS 3) - Agricultural Land Management Division, Hope Gardens, Kingston – (Vacant)**, salary range \$22,720 – \$30,556 per week

1. **Research Assistant (Plant Breeding) (SOG/ST 4)**

Job Purpose

Under the supervision of the Chief Plant Breeding Officer (SOG/ST 7), the Research Assistant (Plant Breeding) is responsible for performing plant breeding research duties.

Key Responsibilities

Management/Administrative:

- Supervises staff;
- Monitors Green House;
- Prepares reports;
- Manages stocks.

Technical/Professional:

- Identifies plot and oversees the preparation;
- Maintains and repairs machine and equipment;
- Applies pesticides and fertilizers;
- Sows seeds and harvest and establishes crops;
- Collects data based on crop production and pest infestation/resistance.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave, in accordance with established Human Resource policies and procedures;
- Develops and implements a Succession Planning Programme for the Division/Unit, in collaboration with the Human Resource Division, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- 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;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Good planning and organizing skills
- Good analytical thinking skills
- Customer and quality focus
- Good problem-solving and decision-making skills
- Teamwork and cooperation

Technical:

- Practical knowledge of Research Procedures and Field Research
- Excellent knowledge of good agricultural practices
- Sound knowledge of Crop Production
- Knowledge of the Operations of Government/Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Plant Science or similar discipline from an accredited Tertiary Institution;
- Two (2) years' relevant experience.

Special Conditions Associated with the Job

- Exposure to:
 - ✓ sun, rain and frost;
 - ✓ hazardous chemicals;
 - ✓ tough terrain;
 - ✓ frequent landslides.

2. 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 and the 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 Storeroom, as requested by Technicians;
- Retrieves samples from Laboratory and places in the Storeroom;
- Maintains inventory of laboratory equipment;
- Cleans and re-stocks Laboratory facility;
- Maintains a safe and secure environment in the Laboratory;
- 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;
- 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
- Teamwork and cooperation
- Customer and quality focus
- Methodical
- Ability to use initiative
- 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 one (1) CXC and one (1) year's work experience.

Special Condition Associated with the Job

- Exposure to harmful chemicals, fumes and dust.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 11th December, 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

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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**