



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

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 361

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4th December, 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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Veterinary Officer (HPC/VO 2), Veterinary Services Division - (Vacant)**, salary range \$8,921,315 - \$10,604,640 per annum and any allowance(s) attached to the post.
2. **Centre Manager (GMG/AM 3), Twickenham Park Training Centre, St. Catherine – (Not Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum and any allowance(s) attached to the post.

1. **Senior Veterinary Officer (HPC/VO 2)**

Job Purpose

Under the supervision of the Director, Veterinary Services, the Senior Veterinary Officer is responsible for the design, implementation and co-ordination of all matters relating to Food Safety Monitoring, One Health, surveillance and monitoring of the production, harvesting, transportation and processing of prescribed products for export and processing establishments.

Key Responsibilities

Management/Administrative:

- Provides guidance/advice to the Director, Veterinary Services, Chief Technical Director, Permanent Secretary, Minister of Agriculture, other stakeholders and the general public;
- Participates in the Division's Strategic Planning process;
- Reviews and makes recommendations for policies relating to food safety, animal care, disease prevention, technologies and One Health;
- Prepares appropriate Budget and manages funds required for programmes/projects;
- Formulates project proposals in areas of food safety and One Health;
- Prepares and submits reports to the Director, Senior Management and Ministers on matters of national importance, and status reports;
- Represents the Ministry at conferences, meetings, seminars and workshops at national, regional and international levels.

Technical/Professional:

- Co-ordinates all field activities relating to food safety, surveillance and investigations;
- Conducts field investigations into disease outbreaks, in collaboration with Senior Veterinary Officer and the Veterinary Officer (Laboratory);
- Co-ordinates training of Inspectors;
- Assists in organizing animal disease emergency situations exercises;
- Develops and implements programmes/projects related to national development;
- Organizes, co-ordinates and implements animal health requirements, with respect to Veterinary Public Health Regulations and One Health;
- Liaises with the Director, Veterinary Public Health, regarding meat inspection and other relevant food safety and protection activities;
- Liaises with Animal Health Technicians regarding matters of disease surveillance, outbreaks and investigations;

- Advises livestock farmers on matters of animal health, production and transfer of appropriate technology;
- Collates and disseminates relevant information on disease status on National livestock population in the country.

Human Resource:

- Provides leadership, guidance and direction to staff, through effective planning, delegation, communication, training, mentoring and coaching;
- Participates in the recruitment of staff for the Division;
- Recommends leave, appointments, training and disciplinary action for staff supervised;
- Monitors and evaluates the performance of direct reports; prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance;
- Ensures that staff are supplied with all necessary facilities, equipment and supplies, in order to foster empowerment and high level of productivity;
- Ensures the welfare and developmental needs of staff are clearly identified and addressed;
- Develops and maintains a system that fosters a culture of teamwork and employee commitment to organizational goals.

Other:

- Assists in the examination of animals for health certification;
- Performs any other duties as directed by the Director, Veterinary Services.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and strategic thinking skills
- Teamwork and cooperation
- Customer and quality focus
- Strong problem-solving and decision-making skills
- Strong conflict management skills
- Ability to work on own initiative
- Display a high level of integrity

Technical:

- Sound knowledge of Animal Science and Veterinary Medicine
- Knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Hazard Analysis and Critical Control Points (HACCP)
- Proficiency in the relevant computer programmes
- Sound knowledge of One Health strategies

Minimum Required Qualification and Experience

- Doctor of Veterinary Medicine (DVM);
- Five (5) years' work related experience;
- Post graduate Veterinary-related Degree programme;
- Current registration with the Jamaica Veterinary Board.

Special Condition Associated with the Job

- Extensive travelling islandwide/overseas;
- Exposure to disease causing agents;
- Exposure to injury by animals;
- Exposure to hazards associated with field work;

- Extensive working hours outside normal working hours, inclusive of weekends and Public Holidays.

2. Centre Manager (GMG/AM 3)

Job Purpose

Under the direct supervision of the Director, Human Resource Development (HRD), the Centre Manager manages the general and daily operations of the Twickenham Park Training Centre, by planning and co-ordinating all the Centre's activities, including training, events hosting, maintenance, housekeeping, culinary and accounting activities.

Key Responsibilities

Management/Administrative:

- Manages the daily operations of the Training Centre;
- Develops the Training Centre's Operational Plans, Budget and Individual Work Plans;
- Participates in the development of the Division's Corporate and Operational Plans and Budget;
- Ensures that all expended funds are reconciled;
- Prepares and submits reports (annual, quarterly and monthly) to the Director, HRD;
- Convenes and attends internal Committee Meetings to address HRD/Training Centre operations matters;
- Represents the Director, HRD at meetings, conferences, workshops and seminars;
- Ensures customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Technical/Professional:

- Liaises with the Director, HRD, to acquire information, and makes arrangements for the hosting of clients at the Centre;
- Liaises with external clients to reserve the use of the Training Centre;
- Manages the Training Facility and makes arrangements for the hosting of functions such as classes, conferences, meetings, weddings, etc.;
- Develops, implements and manages the Facility's maintenance programme;
- Oversees the planning of menus and ensures that meals are properly prepared and served in a clean environment;
- Supervises the preparation of pay-bills, verifies and certifies their correctness;
- Reconciles the bills and submits them to the HRD Unit;
- Ensures that all revenues collected on behalf of the Government are submitted to Head Office;
- Ensures the preparation of dormitories for the accommodation of clients;
- Oversees the repairs and general maintenance of the Training Centre and ensures that the buildings and grounds are in good condition;
- Liaises with the Director, HRD, and makes recommendations for repairs, disposal and/or replacement of equipment;
- Procures goods and services for the Training Centre including food, utensils, household articles, cleaning agents and pool care supplies;
- Oversees the management and maintenance of inventory records, ensuring that all assets (fixed, operating, tangible, inventory) are marked, recorded and secured;
- Makes recommendations for the improvement of operations at the Training Centre.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff, implements appropriate corrective measures, and facilitates the timely and accurate completion of performance appraisals and other periodic reviews;

- Employs seasonal or relief staff at the Centre, in consultation with the Director, HRD;
- Develops Work Plans and recommends performance targets for the staff;
- Participates in the recruitment and training of staff of the Training Centre;
- Recommends training and promotion and approves leave, in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development and Succession Planning for the Centre, to ensure adequate staff capacity;
- Ensures the well-being of staff supervised;
- Establishes disciplinary measures, in keeping with guidelines/practices;
- Develops and monitors the Duty Roster of the security and all other staff on call to the Centre;
- Handles grievance and disciplinary matters at the Centre and assists with conflict resolution;
- Convenes regular staff meetings to ensure that the staff is informed of matters affecting their welfare, and how to solve problems existing among them.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good leadership and management skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Ability to use initiative
- Good integrity and professionalism

Technical:

- Culinary arts skills
- Housekeeping skills
- Proficiency in menu planning
- Good knowledge of accounting principles
- Knowledge of the FAA Act
- Good events planning skills
- Proficient in the use of relevant Microsoft Applications and Accounting software

Minimum Required Qualification and Experience

- Associate Degree in Management or Public Administration or related Social Science field, from a recognized tertiary Institution;
- Training/Certification in Supervisory Management;
- Certificate in Home Management;
- Two (2) years' experience in a supervisory capacity.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 17th December, 2025, to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston**

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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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