



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 87
OSC Ref. C.4858³¹

14th March, 2019

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 Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Artisan 4 (LMO/TS 5) – Facilities and Property Management Branch**, salary range \$11,145 - \$12,609 per week.
2. **Farm Hand (LMO/TS 2) – Research and Development Division (Montpelier Research Station, St. James)**, salary range \$9,030 - \$10,216 per week.

1. **Artisan 4 (LMO/TS 5)**

Job Purpose

Under the supervision of the Transport Manager, the Artisan 4 (LMO/TS 5) is responsible for the maintenance of all motor vehicles and equipment.

Key Responsibilities

Technical/Professional:

- Services motor vehicles and equipment;
- Ensures workshop areas are maintained;
- Prepares and submits Monthly Reports.

Required Knowledge, Skills and Competencies

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Proficiency in servicing minor repairs of diesel/gasoline engine vehicles
- Proficiency in repairs/servicing 2 strokes equipment
- Capable of repairing tractor/equipment
- Good interpersonal and people management and customer relations skills
- Good oral and written communication skills
- Good problem solving and conflict management skills

Minimum Required Qualification and Experience

- Certificate from a recognized Automobile school;
- Certificate from Heart Trust/NTA;
- One (1) year's related experience.

Special Condition Associated with the Job

- Exposure to grease and fumes from gas oil.

2. **Farm Hand (LMO/TS 2)**

Job Purpose

Under the supervision of the Field Assistant (SOG/ST 2), the Farm Hand (LMO/TS 2) is responsible for the maintenance of pastures and fodder banks and the overall maintenance of the

compound. The incumbent is also responsible for using and maintaining all 2-stroke equipment, as well as packing stores.

Key Responsibilities

- Establishes and maintains pastures and fodder banks;
- Maintains gardens and grounds around the offices;
- Maintains equipment;
- Transfers goods, material and livestock to required areas;
- Assists in harvesting and transporting goods from field to stores.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Basic oral and written communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical:

- Proficient in the use of 2-stroke equipment (chain saw, mist blower, etc.)
- Ability to carry out simple maintenance procedures on small farm equipment
- Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Grade 9 level education;
- Six (6) months related experience.

Special Conditions Associated with the Job

- Exposure to harmful chemicals;
- Work for long hours in the sun, dust and water.

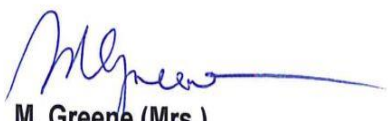
Applications accompanied by résumés should be submitted **no later than Wednesday, 27th March, 2019 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

Please note that only short listed 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)