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**CIRCULAR No. 82**  
**OSC Ref. C.4858<sup>27</sup>**

4<sup>th</sup> April, 2018

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 the post of **Farm Manager (SOG/ST 5) – (Not Vacant)** in the **Research and Development Division, Orange River Research Station, St. Mary, Ministry of Industry, Commerce, Agriculture and Fisheries**, salary range \$1,164,662 - \$1,384,417 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the Supervision of the Senior Research Director, the incumbent is responsible for co-ordinating and implementing the short and long term research, outreach and business activities of the station. He/she is also required to conduct the daily operations of the station to optimize the farm's performance.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Assists with crop production;
- Collects and submits data;
- Prepares and submits Monthly Reports;
- Provides support with the preparation of annual station budget;
- Assists the Senior Research Director to develop the 5-year Business and Operational Plans;
- Monitors seasonal expenditure in line with the budgeted cash flow;
- Prepares and submits fortnightly payroll for workers;
- Prepares and manages the station's Work Plan;
- Implements Research projects.

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

- Monitors the machinery and equipment for the Station;
- Liaises with external stakeholders to ensure the efficient and effective provision of research support;
- Assists in the procurement of all material, planting materials, chemicals, fertilizers, spare parts and tools;
- Establishes and maintains research plots and fruit tree orchards;
- Prepares and maintains inventories of equipment and materials;
- Arranges for the sales of fruit trees and produce in line with the Ministry of Finance and the Public Service's policy regarding, quality, quantity and timeliness of delivery and are marketed in accordance with the marketing policies;
- Submits delivery receipts to the Accountant.

#### ***Human Resources:***

- 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;
- In collaboration with the Senior Research Director, develops and implements a Succession Planning programme for the Division/Unit 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.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Ability to work in a team
- Good problem solving, conflict management and innovative skills
- Strong leadership and management skills
- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills

#### **Technical:**

- Good knowledge of Biosecurity and Biosafety
- Good knowledge of crop production systems
- Sound knowledge of orchard management
- Knowledge of Good Agricultural practices
- Sound knowledge of plant nutrition
- Sound knowledge of Pesticide Management
- Sound knowledge of modern farm management
- Sound knowledge of Agronomy
- Good knowledge Soil Water Management
- Safe equipment operation and safety rules associated with agricultural research centre
- Good Business and Inventory Management skills

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Agriculture in General Agriculture;
  - Familiarity with research and teaching activities appropriate to the Division;
  - Two (2) years' experience;
- OR**
- Diploma in Plant Science and Farm Management;
  - Familiarity with research and teaching activities appropriate to the Division;
  - Over four (4) years' experience.

### **Special Conditions Associated with the Job**

- Most work performed outdoors;
- Regular exposure to dirt, dust, noise, adverse weather conditions, chemical and mechanical hazards when operating farm tools/equipment.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17<sup>th</sup> April, 2018 to:**

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

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. Martinez (Mrs.)  
for Chief Personnel Officer (acting)