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4th 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 fill the following vacant posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries**:

1. **Plant Breeding Officer (SOG/ST 5) – Research and Development Division, Bodles, Old Harbour, St. Catherine**, salary range \$1,164,662 – \$1,384,417 per annum and any allowance(s) attached to the post.
2. **Field Assistant (SOG/ST 2) – Research and Development Division – Montpelier Research Station, Montego Bay**, salary range \$656,195 – \$780,010 per annum and any allowance(s) attached to the post.

1. **Plant Breeding Officer (SOG/ST 5)**

Job Purpose

Under the direct supervision of the Chief Plant Breeding Officer, the incumbent is responsible for performing plant breeding research duties leading to improved and new crop varieties. The incumbent is also a team member in carrying out major phases of complex projects.

Key Responsibilities

Management/Administrative:

- Monitors and ensures green houses are operating in compliance with proper operating procedures;
- Manages and ensures adequate maintenance of stocks;
- Participates in seminars, meetings and conferences locally, regionally and internationally.

Technical/Professional:

- Assists in the development of new cultivars of economic crops to overcome specific constraints;
- Develops and maintains horticultural and agronomic characteristics of plants;
- Maintains germplasm for breeding;
- Procures and stores pollens;
- Monitors the management and repairs of machine and equipment;
- Sows seeds and harvest and establishes crops;
- Supervises the execution of experiments;
- Collects and tabulates data for analysis;
- Supervises the preparation of plots;
- Prepares sock inventories;
- Researches findings presented.

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 Unit and recommends promotion, and leave in accordance with established human resource policies and procedures.

- 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:

- Strong leadership and management skills
- Good interpersonal and people management skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical:

- Knowledge of research procedures
- Sound knowledge of Plant Breeding principles and practices
- Excellent knowledge of good agricultural practices
- Sound knowledge of crop production
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications and software

Minimum Required Qualification and Experience

- Bachelors of Science Degree in Plant Breeding or other related discipline with two (2) years' experience;
- OR**
- Graduate of College of Agriculture, Science and Education or Jamaica School of Agriculture, plus two (2) years' experience in related field.

Special Conditions Associated with the Job

- May be required to work on weekends, public holidays and beyond the eight hour duty;
- Exposure to sun, rain and frost;
- Exposure to hazardous chemicals;
- Rough terrain;
- Frequent landslides;
- Ability to lift 22kg.

2. Field Assistant (SOG/ST 2)

Job Purpose

Under the supervision of the Operations Manager, the incumbent is responsible for assisting with the supervision and control of programmes for the establishment and maintenance of experimental plots, orchards, plant multiplication and demonstrations.

Key Responsibilities

Technical/Professional:

- Assists with the implementation and preparation of work programmes;
- Assists in the layout, staking and labelling of plots/land for experimental treatments;
- Supervises activities related to the establishment, cultivation, transplanting, disease and pest control, care and general maintenance of cutting, seedling, plants;
- Attends meetings, seminars and workshops;
- Assists with the measuring of task and calculating payments;
- Inspects work in progress to ensure compliance with approved standards and guidelines.

Management/Administrative:

- Prepares and submits monthly reports;
- Prepares and submits fortnightly pay bills;
- Issues items from stores;
- Provides guidance and assistance to field staff.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good people management skills
- Ability to work in a team
- Customer and Quality Focus
- Compliance
- Good problem solving skills

Technical:

- Proficiency in the use of relevant computer applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of on farm practices and techniques
- Ability to read and layout experimental plots

Minimum Required Qualification and Experience

- Level 2 certification from the National Council of Technical and Vocational Training (NCTVET);
 - One (1) year related work experience;
- OR**
- Graduate from an Agricultural Technical School;
 - Two (2) years related work experience.

Special Conditions Associated with the Job

- Exposure to agricultural chemicals;
- Extended hours outdoors;
- Ability to lift 22 kg.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th 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)