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CIRCULAR No. 88
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 be assigned to/fill the following posts in the **Agricultural Land Management Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**:

1. **Regional Land Capability Planner (SOG/ST 7) - (Not vacant)**, salary range \$1,857,817 - \$2,208,360 per annum and any allowance(s) attached to the post.
2. **Senior Agricultural Chemist (SOG/ST 7) - (Vacant)**, salary range \$1,857,817 - \$2,208,360 per annum and any allowance(s) attached to the post.

1. **Regional Land Capability Planner (SOG/ST 7)**

Job Purpose

The Regional Land Capability Planner reports to the Senior Director and provides authoritative and technical advice to farmers and agricultural stakeholders on crop suitability, soil fertility status and to local authority personnel on land management and development issues. Technical advice is also provided to the Mines and Geology Division personnel on mining licence applications as it relates to the impact on agricultural lands. The post also exercises responsibility for the examination of mined out lands which have been reclaimed to verify that the required reclamation standards have been met.

There is the requirement to undertake land use surveys and land evaluation assessments, which contribute to recommendations which form a critical component of agricultural development plans and/or policies related to soil and land use at the local, national or regional level.

Key Responsibilities

Management/Administrative:

- Participates in Committees and Divisional Meetings and seminars relating to the work of the Division;
- Supervises two (2) Cartographic staff members, providing guidance on methodology and technique etc.;
- Ensures that the cartographic standards are maintained;
- Monitors the supplies and maintenance of the drawing office;
- Participates in the development of the Work, Corporate and Operational Plans.

Technical/Professional:

- Conducts site visits to collect soil, water and plant samples for analysis;
- Participates in soil surveys and rural land evaluation assessments to determine crop suitability and verification of land use interpretation;
- Visits bauxite mined out lands which have been reclaimed to verify that the required reclamation standards have been met;
- Interprets aerial photographs and transfers information to maps using traditional and digital techniques to determine land use;
- Verifies that the lines and polygons are created accurately and the attributes are developed correctly on a national level for soils, land use and land capability database;
- Determines the crops that are suitable for specific land parcels in terms of soils and land related constraints for crop production;
- Conducts special purpose studies on land that are contemplated for agricultural development;
- Liaises with laboratory staff on issues pertaining to the analyses of soil, plant and water samples;
- Conducts site visits to verify information from aerial photo interpretation;

- Identifies and collects soil samples (in the field) for further analysis;
- Provides assistance to students in the area of soils, land use/land cover, remote sensing technique for land evaluation assessment and other related areas.

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;
- 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

Functional/Technical:

- Good cartographic (map reading) skills
- Good knowledge of GIS and related applications and Remote sensing techniques
- Good analytical skills
- Good soil techniques and fertility management

Core:

- Knowledge of the Ministry's policies and procedures
- Good interpersonal skills
- Good oral and written communication skills
- Proficient in the use of the relevant computer application

Minimum Required Qualification and Experience

- Bachelor of Science Degree and six (6) years related experience;
- or**
- Four (4) years' experience in Agriculture and related field together with specialized training in GIS and related applications or Soil Science.

Special Conditions Associated with the Job

- Extensive travelling to rural areas accessible only with all-terrain vehicles;
- Required to work outside normal working hours;
- Exposure to natural and man-made hazards.

2. Senior Agricultural Chemist (SOG/ST 7)

Job Purpose

Under the general direction of the Technical Manager, Soils Health, Plant Tissue and Water Laboratory, the Senior Agricultural Chemist exercises responsibility for the development, maintenance and updating of systems and procedures in the laboratory. There is the requirement to determine the appropriate tests to be applied, monitor samples, interpret the results of laboratory analyses, make recommendations on crop suitability, fertilizer use and recommending corrective measures for soil problems.

The incumbent is required to undertake complex research on soil, plant, tissue and water samples and provide technical reports on findings which will impact soil health and strengthen productivity in the Agricultural Sector.

Key Responsibilities

Management/Administrative:

- Deputizes for the Head of Laboratory in his/her absence;
- Prepares work schedules for laboratory and monitors the work and activities of the Laboratory;
- Monitors analytical determinations to ensure corrective procedures and proper recording and storage of analytical results are followed;
- Provides information or results on laboratory analysis to clients;
- Advises the relevant Agencies (NEPA, NLA, NHT) of the suitability of lands for agricultural purpose or other cases;
- Represents the Division at meetings, seminars and conferences, locally and internationally;
- Develops strategies for demand surveys and proposes new services based on findings.

Technical/Professional:

- Registers samples taken into the laboratory and reviews field reports;
- Instructs Technicians and Laboratory Attendants in work procedures;
- Determines appropriate test to be applied on sample;
- Conducts scientific tests on soil, plant tissue and water samples;
- Monitors tests to ensure work conforms with directives;
- Performs quality control checks to ensure accuracy of results;
- Analyzes and interprets laboratory analysis and makes recommendation on crop suitability and fertilizer use;
- Visits field to collect samples (soil, plant and water);
- Organizes research on analytical data and gives professional opinion and interpretation of results;
- Prepares data summaries, reports and analyses that include results, charts and graphs in order to document research findings and results;
- Writes land capability and other special reports based on laboratory analyses;
- Develops, implements and updates quality control and safety systems and procedures;
- Plays a critical role in the maintenance of Quality Assurance Standards in keeping with ISO/IEC 17025 standards;
- Develops training and promotional data and participates in training and presentations on the Division and its products and services.

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;
- 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 Division's and organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus
- Methodical
- Ability to use initiative
- Good planning and organizing skills
- Ability to work in a team

Technical:

- Sound knowledge of laboratory procedures and methodology
- Sound knowledge of soil chemistry
- Proficient in the use of relevant computer applications

- Excellent analytical skills
- Knowledge of the operations in Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Natural Sciences or Agriculture with additional specialized training in Soil Science and Laboratory procedures;
- Three (3) years' related experience in related discipline.

Special Condition Associated with the Job

- Extensive travelling on steep terrains and remote areas.

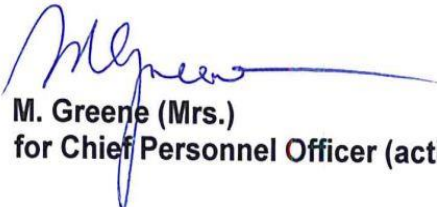
Applications accompanied by résumés should be submitted **no later than Wednesday, 27th March, 2019 to:**

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)