



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 119
OSC Ref. C.4858²⁷

10th May, 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/fill the following posts in the **Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**:

1. **Senior Secretary (OPS/SS 3) – Research and Development Division (Bodles, Old Harbour) – (Not Vacant)**, salary range \$887,418 – \$1,054,861 per annum and any allowance(s) attached to the post.
2. **Laboratory Technician (SOG/ST 3) – Agricultural Land Management Division – (Vacant)**, salary range \$841,558 – \$1,000,347 per annum and any allowance(s) attached to the post.

1. **Senior Secretary (OPS/SS 3)**

Job Purpose

Under the supervision of the Deputy Director (SOG/ST 9), Crop Research Unit, the Senior Secretary (OPS/SS3) is responsible for providing secretarial services to ensure the effective and efficient operations of the Division.

Key Responsibilities

Technical/Professional:

- Takes and transcribes Minutes of meetings and distributes to relevant officers;
- Types memoranda, letters, Monthly and Quarterly Reports for requests, classification, information both internally and externally;
- Records incoming and outgoing mails and route them to the relevant officers or office for necessary action;
- Translates and receives telephone messages;
- Faxes documents;
- Receives and screens visitors and ensure that they are directed to the relevant officers or office.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Confidentiality
- Time management
- Initiative

Technical:

- Excellent secretarial skills
- Sound knowledge of web-based research techniques
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;
- OR**
- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Laboratory Technician (SOG/ST 3)

Job Purpose

Under the direct supervision of the Senior Laboratory Technician, the Laboratory Technician exercises responsibility for chemical and physical analyses of soil, plant tissue and water samples, the calibration of instruments based on standard operating procedures and accurate recording of results used to determine components and properties which are used to make recommendations on crop sustainability and fertilizer use for agriculture.

Key Responsibilities

Technical/Professional:

- Measures and weighs ingredients used in testing;
- Prepares samples and leaching solutions;
- Prepares work stations and cleans area after use. (Process includes neutralizing acid spills, which may occur);
- Performs chemical analyses on soil samples to determine pH, total nitrogen, electrical conductivity, chloride, potassium, phosphate, organic matter, exchangeable acidity, moisture, exchangeable cations and trace elements;
- Performs chemical analyses on plant samples to determine levels of nitrogen, phosphate, potassium, calcium magnesium, iron, zinc, copper and manganese;
- Performs chemical analyses on water samples to determine electrical conductivity, pH, total soluble salts chloride and sulphur;
- Performs chemical analyses on fertilizer and other compound both organic and inorganic for nitrogen, phosphate and potash;
- Performs physical analyses on soil (%sand, %salt, %silt, %clay);
- Calculates and records the reading after the analyses are done;
- Calibrates machine and operates lab equipment which assists in the analysis of samples;
- Participates in exhibitions, shows and demonstrations for secondary and tertiary level students.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong analytical and problem solving skills
- Good interpersonal skills
- Methodical
- Good time management skills

Technical:

- Sound knowledge of Chemistry and laboratory procedures
- Proficiency in the use of laboratory equipment
- Knowledge of internationally accepted laboratory procedures
- Knowledge of relevant computer applications
- Sound knowledge of the Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC/GCE passes in English Language, Mathematics, Chemistry and one other subject;
- One (1) year's experience working in a laboratory environment.

Special Condition Associated with the Job

- Exposure to harmful chemicals, fumes and dusts.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd May, 2018 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. Martinez (Mrs.)
for Chief Personnel Officer (acting)