



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 72
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14th February, 2023

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 Agriculture and Fisheries**:

1. **Manager, Pest Risk Analysis (SOG/ST 7) – Plant Quarantine Produce Inspection Branch (Hope Gardens, Kingston)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Crop Research Assistant (SOG/ST 4) – Research and Development Division (Bodles, Old Harbour, St. Catherine)**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **User Support Technician (MIS/IT 3) - Information and Communication Technology Unit (Hope Gardens, Kingston)**, salary range \$1,753,837 - \$2,358,715 per annum.

1. Manager, Pest Risk Analysis (SOG/ST 7)

Job Purpose

Under the direct supervision of the Chief Plant Quarantine/ Produce Inspector (SOG/ST 9), the Manager, Pest Risk Analysis (SOG/ST 7), is responsible for providing expert leadership in monitoring, evaluating, and anticipating trends in pest prevalence in trade and domestic distribution. The incumbent is also responsible for managing the phytosanitary risk involved in the importation of plants, and commodities in accordance with national legislation, international agreements, Government policy, and client's requirements.

Key Responsibilities

Management/Administrative:

- Participates in Agricultural Industry forums and working groups;
- Participates as a Committee member to assess recommendations for Import Permits;
- Oversees the preparations of the Pest Risk Analysis in accordance with the International Plant Protection Conventions;
- Supports the development and implementation of food security programmes;
- Represents the Ministry at conferences, workshops, and seminars locally and internationally;
- Evaluates scientific developments in the field of plant epidemiology and surveillance;
- Liaises with counterparts on export/import related matters concerning phytosanitary measures ;
- Collaborates with RADA, Research and Development Division on matters relating to pest surveillance;
- Provides advice to the Chief Plant Quarantine Officer concerning probable effects of alternative solutions of pest management;
- Develops a detailed Plan of Action, in collaboration with the relevant parties, including targets and deadlines.

Technical/Professional:

- Develops statistically sound sampling procedures for survey of quarantine significant pests;
- Develops and applies mathematical, statistical, economic, and other scientific methods and techniques to analyze problems of pest risk mitigation, emergency planning, and area-wide management;
- Identifies and participates in proposing scientific inquiry for wide area Pest Management and Agricultural Inspection Programmes;
- Co-ordinates Pest Risk Assessments of significant scope of complexity in support of trade in imported and exported plants and plant products;

- Develops specific recommendations/solutions to problems identified;
- Monitors and responds to requests for information for conducting Pest Risk Analysis for Jamaican produce;
- Designs, evaluates and optimizes comprehensive strategies for detecting incipient populations of exotic pests of plants;
- Conducts detailed analysis of data collected;
- Prepares and issues reports of findings and recommendations.

Human Resources:

- Monitors and evaluates the performance of direct report, prepares Performance Appraisal, and recommend and/or initiates corrective action where necessary to improve performance and/or attain established personal and organizational goals;
- Participates in the recruitment of staff for the 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 developmental needs of the staff in the 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;
- Performs any other related duties, which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong leadership and management skills
- Strong customer service and quality focus skills
- Ability to work in teams
- Good problem-solving and decision-making skills
- High level of integrity, professionalism and sense of service
- Compliance
- Ability to use own initiative

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Strong analytical thinking skills
- Proficiency in the use of the relevant computer applications
- Good knowledge of international standards and agreements related to phytosanitary matters and the trade in agricultural produce
- Good knowledge of plant epidemiology and surveillance
- Excellent knowledge of the operating procedures of the USDA pre-clearance
- Sound knowledge of Pest Management
- Knowledge of the plant quarantine system in Jamaica

Minimum Required Qualification and Experience

- Masters' Degree in Entomology along with one (1) years' work-related experience.
- OR**
- Bachelor's Degree in Agriculture, Biology with an emphasis in Entomology;
 - Three (3) years of working experience in the field of taxonomy.

Special Conditions associated with the Job

- Exposure to Methyl Bromide fumigant used at the Export Complexes in the fumigation process for certain export commodities.

2. Crop Research Assistant (SOG/ST 4)

Job Purpose

Under the supervision of the Senior Agronomist (SOG/ST 6), the Crop Research Assistant (SOG/ST 4) provides organization, support, and assistance needed to develop improved and new crop varieties and production practices.

Key Responsibilities

Management/Administrative:

- Prepares and submits monthly reports;
- Collects and submits data;
- Prepares and maintained inventories;
- Analyzes, and generates reports;
- Prepares field books.

Technical/Professional:

- Assists in planning and executing field and greenhouse experiments to achieve the research goals
- Monitors machineries and equipment
- Monitors and controls the use of chemicals
- Collects data on agronomic trials
- Plants and maintains research plots
- Harvests research plots

Human Resource:

- Provides guidelines to field staff;
- Performs any other related functions assigned from time to time.

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

Minimum Required Qualification and Experience

- Diploma in Agriculture from the College of Agriculture, Science and Education;
- One (1) year work experience.

Special Conditions Associated with the Job

- Exposure to hazardous chemicals.

3. User Support Technician (MIS/IT 3)

Job Purpose

Under the supervision of the Manager, User Support Services (MIS/IT 5), the User Support Technician (MIS/IT 3) will provide the technical computer support that will allow users within the Ministry to carry out their functions more efficiently.

Key Responsibilities

Management

- Assists with conducting Risk Assessment to identify user vulnerabilities and makes recommendations to User Support Services Manager;
- Assists in the monitoring of the network and its components to prevent illegal or dangerous activities that could compromise the network;
- Attends meetings and events, as required by the Ministry;
- Administers In-house Training of staff in the use of Computer Software Systems or

Hardware Devices;

- Prepares and submits manuals and documentation related to training and training needs;
- Prepares and submits Monthly Support Report for submission to the User Support Services Manager within agreed timeframe;
- Logs all support requests within the relevant platform available to the ICT Unit within specified timeframe;
- Assists in the monitoring and logging of files and updates Manual Documentation for computer and/or Asset Inventories within the Ministry;
- Conducts and submits Quarterly Asset Inventory Audit to ensure compliance and assignment locations of these devices;
- Keeps abreast of new and emerging ICT trends, tips and development through the use of relevant Information Technology platforms;
- Submits report and makes recommendation to User Support Services Manager regarding new device specifications, in order to optimize equipment used by specific user groups.

Technical:

- Addresses hardware, software and end user equipment malfunctions as requested;
- Installs and configures Computer Hardware and Software to ensure functionality of end user devices;
- Performs routine preventative maintenance at least on a quarterly basis or as request by User Support Services Manager or Director, ICT;
- Ensures that all computers are protected by installed and configured Anti-Virus or Anti-Spyware Software.
- Troubleshoots and addresses computer defects as identified by User Support Services Manager or Ministry staff as requested;
- Reviews, addresses and troubleshoots Network User Operations.
- Performs any other related duties as assigned by the Director, ICT.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication
- Planning and organizing
- Interpersonal skills
- Methodical
- Initiative
- Customer and quality focus

Technical:

- Microsoft Windows Operating Systems
- Microsoft Office Applications
- Microsoft Projects
- Hardware troubleshooting and repairs
- Software troubleshooting and configuration
- Network essentials

Minimum Required Education and Experience

- B. Sc. in Engineering, Computer Science or related field from a recognized Tertiary Institution.
- OR**
- Associate Degree/Diploma in Engineering, Computer Science or related field and one (1) year experience in a similar position.

Special Conditions Associated with the Job

- Exposure to electrical components and circuits;
- May be required to physically transport or relocate computer and computer related equipment from time to time;
- May be required to examine cables in a dusty or elevated environment.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th February, 2023 to:**

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

Email: **jobopportunities@moa.gov.jm**

Please note that only shortlisted 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**