



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 21

OSC Ref. C. 4858⁵⁴

28th January, 2026

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, Fisheries and Mining**:

- 1. Secretary 2 (OPS/SS 2) - Veterinary Services Division (Hope Gardens, Kingston),** salary range \$1,439,455 – \$1,935,907 per annum.
- 2. Handyman/Gardener (LMO/TS 1) - Agricultural Land Management Division, (Hope Gardens, Kingston),** salary range \$18,647 - \$25,078 per week.

1. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Veterinary Officer (HPC/VO 1), the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Division.

Key Responsibilities

- Takes dictation in shorthand, transcribes and composes documents on the computer;
- Reproduces letters, memoranda and reports;
- Opens, sorts and distributes incoming correspondence;
- Dispatches outgoing mails;
- Maintains Diary and schedules appointments;
- Provides information to members of staff and visitors, as requested;
- Screens and refers calls/visitors to relevant officers;
- Receives and records sub-divisions applications and directs them to appropriate officers;
- Maintains an up-to-date Filing System.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good problem solving and decision-making skills
- Good conflict management skills
- Good teamwork and cooperation skills
- Good planning and organising skills
- Excellent time management skills
- Strong integrity
- Methodical
- Compliance

Technical:

- Excellent research skills
- Good report writing skills
- Proficiency in Keyboarding skills
- Good working knowledge of records management
- Proficiency in the relevant Software Applications
- Proficiency in Shorthand at a speed of 80-100 w.p.m.
- Proficiency in Typewriting at a speed of 40-55 w.p.m.
- Knowledge of the operations of Government / knowledge of the Ministry's Policies and Procedures

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent
 - Proficient in typewriting at a speed of 40-45 words per minute
 - Successful completion of the Secretarial Qualifying Examinations or the Certificate in Administrative Management Level 1 or 2, Courses at the Management Institute for National Development (MIND).
 - At least one (1) years' experience in the field.
- OR**
- CXC or GCE 'O' Level English Language
 - Proficient in typewriting at a speed of 40-45 words per minute
 - Training in word processing and spreadsheet applications.
 - Graduated from an accredited Secretarial School
 - At least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 w.p.m. would be an asset.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.
- May be exposed to dust
- May sit for extended periods around a computer
- Uses a keyboard to type for extended periods

2. Handyman/Gardener (LMO/TS 1)

Job Purpose

Under the supervision of the Manager, Administration and Support Services, the Handyman/Gardener conducts landscaping activities as required, ensures maintenance of the grounds and lawns of the Ministry's compound.

Key Responsibilities

- Sweeps and rakes compound;
- Mows and weeds lawns;
- Trims trees on premises;
- Maintains and replaces flowers and foliage;
- Plants, waters and maintains plants;
- Locates and plants shrubs, trees and flowers;
- Repairs and maintains gardening equipment;
- Makes repairs to concrete and asphalt walks and driveways;
- Assists with minor plumbing and carpentry repairs;
- Assists Technical Officer on field trips;
- Collects soil samples;
- Performs any other related duties as may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good teamwork and cooperation
- Interpersonal skills
- Initiative
- Strong customer and quality focus skills
- Good time management skills

Technical:

- Excellent gardening skills
- Good knowledge of landscaping
- Basic mechanical skills

Minimum Required Qualification and Experience

- Successful completion of Secondary School education with the ability to read and write

Special Conditions Associated with the Job

- Exposure to agricultural chemicals/fertilizers

Applications, accompanied by résumés, should be submitted **no later than Tuesday, 10th February, 2026, to:**

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

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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**