



Office of the Services Commissions

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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. **Soil Scientist (SOG/ST 5) - Agricultural Land Management Division (Hope Gardens, Kingston)**, salary: \$3,501,526 per annum.
2. **Technical and User Support Officer (MIS/IT 4) - Information and Communications Technology Branch (Hope Gardens, Kingston)**, salary: \$3,501,526 per annum.

1. **Soil Scientist (SOG/ST 5)**

Job Purpose

Under the direction of the Senior Director (SOG/ST 9), the Soil Scientist (SOG/ST 5) investigates chemical, physical, biological and mineralogical composition of soil relevant to agriculture, conducts research and develop methods that will improve the use of soil, and increase productivity of the land with emphasis placed on sustainability.

The incumbent is required to establish and maintain strong linkages with institutions and professionals (local and international) in order to collaborate and provide technical advice, policy direction, as well as best practices in sustainable soil management. As the focal point on soil science within the Ministry/Division, the Soil Scientist will also be responsible for the dissemination of information, to develop technical documents and reports, develop and maintain a comprehensive soil database and conduct training for technical staff, farmers and other stakeholders in the Sector.

Key Responsibilities

Management/Administrative

- Participates in the strategic planning process of the Division;
- Provides guidance and information to the Director, staff and clients on new developments in policy and international best practices;
- Represents the Division at meetings, workshop and seminars;
- Collaborates with team members on projects related to crop production, land management and other related issues;
- Provides guidance and training to interns.

Technical/Professional

- Undertakes specialized research projects and findings and utilizes data for policy development;
- Plans, organizes and conducts surveys and investigations and determines methodology to be used;
- Initiates schedules and conducts investigations;
- Analyses results to determine measures needed to maintain and/or restore proper soil management;
- Collects soil samples for soil fertility analyses or special purpose studies;
- Formulates work plans for soil and land use projects;
- Plans and implements soil surveys and land capability classification;
- Analyses soil pits and auger boring in order to classify soils in Jamaica;
- Determines remedial actions to sustain crop production and soil health;
- Acts as a resource person, develops data and conducts training programmes for Ministry staff, farmers and other agricultural stakeholders;
- Participates on work teams to plan, develop and implement land management programmes and policies;

- Develops, conducts and/or participates in studies on various land uses, gathering information for use in developing corrective action plans;
- Responds to complaints and questions on soil matters and provides information and clarification;
- Inspects sites for issuance of license to operate quarry or reclamation of mined out bauxite lands;
- Prepares and participates in training activities for soil fertility and fertilizer recommendations;
- Performs quality control checks and samples data to ensure accuracy and consistency with local and international standards.

Human Resource

- Monitors and evaluates the performance of direct reports;
- Conducts performance evaluation and recommends and/or initiates corrective action where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the 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;
- Supervises Cartographer and prepares work schedules and guidance as required;
- 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
- Good interpersonal skills
- Good analytical thinking skills
- Good teamwork and cooperation
- Good customer and quality focus skills
- Problem solving and conflict management
- Excellent time management
- Strong leadership skills
- Strong integrity

Technical:

- Knowledge of Soil Science and its application in Agriculture
- Proficient in the use of relevant Computer Applications (including Geographic Information System)
- Knowledge of Geology and Environmental Management
- Knowledge of Local and International Soil Classification Systems
- Knowledge of Map Reading and Navigational skills
- Good knowledge of GIS
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- BSc. Degree in Agriculture, Agronomy with specialized training in Soil Science Crop Production, Soil Science, Environmental Science, Environmental Management with related area in which Soil Science forms a significant component of the course of study or equivalent Post Graduate qualifications and experience
- Five (5) years' experience in related area.

Special Condition Associated with the Job

- Extensive travelling to rural areas to conduct investigations collect samples and assess sites
- Physically fit to maneuver rugged terrain
- Extensive field work in varying conditions
- Overseas travel to represent the Ministry at meetings, seminars or /workshops

2. Technical and User Support Officer (MIS/IT 4)

Job Purpose

Under the supervision of the Technical & User Support Manager (MIS/IT 7), the Technical & User Support Officer (MIS/IT 4) will provide technical computer support that will allow users within the Ministry to carry out their functions more efficiently. Specifically, the incumbent is responsible for monitoring and maintaining the computer systems and networks of the Ministry which include installing and configuring computer systems, diagnosing hardware and software faults, and solving technical and application problems either over the phone or in person.

Key Responsibilities

Administrative

- Participates in the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Maintains customer service principles, standards, and measurements;
- Prepares and submits monthly/quarterly/annual reports on activities to the Technical & User Support Manager;
- Attends meetings, conferences, workshops, and seminars as required.

Technical/Professional

- Assists with conducting risk assessments to identify user vulnerabilities and make recommendations to the Technical & User Support Manager;
- Assists in the monitoring of networks and their components to prevent illegal or dangerous activities that could compromise the network;
- 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;
- Logs all support requests within the relevant platform available to the ICT Branch;
- Assists in the monitoring and logging of files and updating 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;
- Makes recommendations to the Technical & User Support Manager regarding new device specifications, in order to optimize equipment used by specific user groups;
- Addresses hardware, software and end-user equipment malfunctions as requested;
- Installs and configures computer hardware and software to ensure functionality of end-user devices;
- Monitors and maintains computer systems and networks;
- Talks to staff or clients through a series of actions either face-to-face or over the phone to set up systems or resolve issues;
- Performs routine preventative maintenance at least on a quarterly basis or as requested by the Technical & User Support Manager;
- Ensures that all computers are protected by installed and configured anti-virus or anti-spyware software;
- Troubleshoots systems or network problems, diagnosing and solving hardware and software faults;
- Replaces parts as required;
- Provides support including procedural documentation and relevant reports;
- Follows diagrams and written instructions to repair faults or set up a system;
- Supports the roll of new applications and end-user systems;
- Sets up new user's accounts and profiles and deals with password issues;
- Establishes good working relationships with customers and other professional such as software developers;
- Tests and evaluates new technology;
- Conducts electrical safety checks on computer equipment;
- Performs any other related duties as assigned by the Technical & User Support Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral communication skills
- Good written communication skills
- Excellent customer and quality focus
- Good analytical thinking and reasoning skills
- Good problem-solving and decision-making skills

- Good teamwork and cooperation skills
- Good planning and organizing skills
- High levels of integrity and professionalism
- Good interpersonal skills

Technical:

- Good knowledge of Microsoft Windows Operating Systems
- Good knowledge of Microsoft Office Applications and related Software
- Good knowledge of Microsoft Projects
- Good knowledge of Hardware Troubleshooting and Repairs
- Good knowledge of Software Troubleshooting and Configuration
- Knowledge of Network Infrastructure

Minimum Required Qualification and Experience

- B.Sc. in Engineering, Computer Science or related field from an accredited 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 Friday, 8th May, 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)**