



## Office of the Services Commissions

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### **CIRCULAR No. 119** **OSC Ref. C.4858<sup>55</sup>**

11<sup>th</sup> June, 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. **Senior Laboratory Technician (SOG/ST 4) – Agricultural Land Management Division (Hope Gardens, Kingston)**, salary: \$2,803,771 per annum.
2. **Driver 2 (LMO/DR 2) – Mines and Geology Division (Hope Gardens, Kingston)**, salary: \$27,682 per week.

#### 1. **Senior Laboratory Technician (SOG/ST 4)**

##### **Job Purpose**

Under the direct supervision of the Senior Agricultural Chemist, the Senior Laboratory Technician is responsible for supervising and organizing the Physical, General and Spectrophotometry Laboratory.

The incumbent monitors and validates analytical results from physical and chemical analyses of samples, to provide data summaries for soil health, which gives support to the Senior Agricultural Chemist, Regional Rural Planner and Regional Land Capability Planner, in making recommendations for sustainable land management activities.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Inspects work and provides guidance on procedures, standards and objectives;
- Participates in the preparation of the Organization's Operational Plan;
- Prepares and monitors work schedules and assignments for Laboratory Technicians and Attendants;
- Participates in Divisional meetings;
- Manages Inventory of Laboratory supplies;
- Assists with the management of the Laboratory and Storeroom;
- Monitors the Laboratory's process flow;
- Keeps records/logs of Laboratory activities/results.

###### ***Technical/Professional:***

- Records data pertaining to experimentation and research;
- Commissions and calibrates equipment;
- Prepares stock solution;
- Operates specialized Laboratory equipment;
- Monitors analytical data and completes report sheets;
- Participates in the implementation of demand surveys;
- Supervises assigned Laboratory activities;
- Performs quality control checks to ensure accuracy of results;
- Assists the Senior Agricultural Chemist with identification and sourcing of appropriate Laboratory equipment;
- Supervises and trains Laboratory Technicians;
- Collects and collates analytical data;
- Provides technical support to the Agricultural Chemist, for decision making;
- Performs chemical and physical analyses on soil, plant and water samples;
- Monitors inventory and prepares re-orders;
- Coordinates proficiency testing activities;
- Remains competent and current through keeping abreast of up-to-date practices, techniques and developments in the field.

**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;
- Performs any other duties related to the job, from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent oral and written communication skills
- Excellent analytical thinking skills
- Good problem solving and decision-making skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good planning and organizing skills
- Good time management skills
- Ability to work on own initiative
- Methodical

**Technical:**

- Sound knowledge of Chemistry and Laboratory procedures and practices
- Proficiency in the use of Laboratory equipment
- Good Display of proper Laboratory techniques
- Knowledge of basic computer applications
- Sound knowledge of the Government's/Ministry's/Division's Policies and Procedures

**Minimum Required Qualification and Experience**

- BSc Degree in Natural Science or comparable qualification in Laboratory Procedures from an accredited Tertiary Institution;
- Five (5) years' experience, with two (2) years' experience in the area of Quality Control;
- Training in Supervisory Management would be an asset.

**Special Conditions Associated with the Job**

- Exposure to harmful chemicals, fumes and dust;
- Constant wearing of personal protective equipment.

**2. Driver 2 (LMO/DR 2)****Job Purpose**

The Driver 2 will transport mails, goods, materials and personnel, to facilitate the effective operations of the Division.

**Key Responsibilities****Technical:**

- Provides technical guidance to Driver 1;
- Assists with routine vehicle maintenance schedules;
- Makes technical fleet recommendations;
- Maintains the vehicles log;
- Ensures that the vehicle is licensed and certified as road worthy at all times;
- Visits the Motor Vehicle Examination Department to have the vehicles examined;
- Takes vehicle to the garage for repairs and collects vehicle after repairs are completed;
- Ensures that the vehicle is serviced and fitness test is done.

**Administrative:**

- Provides on the job training for Drivers;
- Safeguards the vehicle, charge card and keys against damage, theft or misuse;
- Transports delegates;
- Reports promptly to the Office Manager, any defects or damage to the vehicle;
- Transports officers on official assignments and materials that are required for official events, as assigned;
- Reports promptly, details of any accident in which the vehicle may be involved;
- Delivers and collects mail and items assigned;
- Carries out special assignments to the rural areas;
- Submits gas receipts;
- Performs other official assigned duties.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and cooperation
- Customer and quality focus skills
- Sound integrity
- Compliance
- Change management
- Ability to use initiative
- Good planning and organizing skills
- Good leadership skills
- Good problem solving and decision-making skills
- Goal/Result oriented

**Technical:**

- Familiarity with Urban/Rural Region
- Defensive driving skills and sound driving techniques

**Minimum Required Qualification and Experience**

- School Leaving Certificate or completion of Secondary level education;
- Valid (Jamaican) General Driver's Licence (7000KG);
- Basic training/knowledge in the handling of vehicle mechanical parts and their operations;
- Four (4) years' experience as a Driver;
- Certificate of competence to operate motor vehicle, from the National Works Agency;
- Experience in a similar position in the Civil Service would be an asset.

**Special Conditions Associated with the Job**

- Will be required to work outside of the normal prescribed working hours;
- Will be required to work on locations away from the Division/Head Office;
- Will be required to lift objects;
- Must be able to pass the Driver's Assessment Test conducted by the National Works Agency.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 24<sup>th</sup> June, 2026, to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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 read 'M. Greene', with a long horizontal stroke extending to the right.

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