



Office of the Services Commissions

(Central Government)
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10th August, 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. **Director, Human Resource Development (GMG/SEG 3) - Human Resource Management and Development Division (Hope Gardens, Kingston)**, salary: \$5,198,035 per annum.
2. **Soil Scientist (SOG/ST 5) - Agricultural Land Management Division (Hope Gardens, Kingston)**, salary: \$3,501,526 per annum.

1. Director, Human Resource Development (GMG/SEG 3)

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Development (GMG/SEG 4) the Director, Human Resource Development (manages all the functions and general operations of the Human Resource Development Unit and the Training Centres. The incumbent is also responsible for providing and facilitating all the training needs of the Ministry.

Key Responsibilities

Management/Administrative

- Prepares and implement Training Plans;
- Reviews Training Policy and make recommendations;
- Prepares the Operational Plans and the Budgets for the Unit and monitors the implementation and expenditure;
- Manages the Computer Lab;
- Monitors expenditure from the Training Deposit Account and authorizes bills for payments;
- Monitors the uses of material and equipment in the Unit;
- Serves on designated Management Committees in the Ministry;
- Liaises with Directors from other divisions on matters relating to the training and development of staff;
- Liaises with local training institutions to identify courses that satisfy the needs of the Ministry's staff;
- Liaises with Offices of the Services Commissions and the Ministry of Finance on matters relating to Study Leave, Scholarships and Fellowships;
- Contracts the services of training professionals to deliver training or conduct motivational sessions, where necessary;
- Co-ordinates meetings with the Training and Change Management Committees to deal with Study Leave and other training issues;
- Oversees the general operations of the Training Centres;
- Makes recommendation for maintenance of the Training Centres;
- Handles grievances and disciplinary matters at the Training Centres.

Technical/Professional

- Plans and conducts training needs assessment for the Ministry;
- Designs In-house Training Programmes for staff;
- Develops and maintains database of training activities within the Unit;
- Delivers training to Ministry's staff;
- Gives advice to staff on training and career choices;
- Identifies training and career development needs for staff and provides advice on training intervention needed to improve their competencies;
- Designs, develops and implements systems and strategies to ensure the efficient and effective management and administration of all personnel in the division;

- Identifies staffing needs and participates in the employment of new staff for the Division;
- Monitors and evaluates the performance of direct reports, and initiates corrective action where necessary, to improve performance;
- Ensures awareness of and adherence to the Staff Orders and Public Service Regulations as well as other HR policies and procedures the Ministry;
- Identifies training needs of staff and make recommendation for training intervention.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommends and/or initiates corrective action, where necessary, to improve performance in attaining 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 welfare and development needs of 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 that are assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent presentation, oral and written communications skills
- Very good leadership skills
- Good people management skills
- Excellent human relations skills
- Excellent customer and quality focus skills
- Very good analytical skills
- Very good problem solving and decision making skills
- Very good planning and organization skills
- Ability to lead and work in teams
- Managing external relations

Technical:

- Excellent knowledge of Government's Human Resource regulations, policies and procedure;
- Sound knowledge of current trends in Training and Career Development Techniques
- Sound knowledge of Curriculum and Programme Development
- Sound knowledge of Human Resource Development practices;
- Excellent Andragogical skills
- Knowledge of accounting and budgetary procedures
- Sound knowledge of Strategic Management practices
- Knowledge of Project Management procedures
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- BSc. in Education, Human Resource Development or Public Administration
- Diploma in Teaching or Certificate in Train the Trainer Course
- Training in Human Resource Management
- Three (3) year experience in training adults

Special Condition Associated with the Job

- Traveling to various locations to perform work-related functions and/or attend meetings.

2. 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, promotion, 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

Applications, accompanied by résumés, should be submitted **no later than Friday, 21st August, 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)**