



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 159 **OSC Ref. C.4858⁵⁵**

21st 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 be assigned to the post of **Research Assistant (SOG/ST 4) (not vacant)** in the **Research and Development Division - (Montpelier Research Station), Ministry of Agriculture, Fisheries and Mining**, salary: \$2,803,771 per annum.

Job Purpose

Under the supervision of the Chief Agronomist, the Agronomy Research Assistant is responsible for providing assistance to the Chief Agronomist.

Key Responsibilities

Administrative/Management:

- Prepares and submits monthly reports;
- Collects and submits data;
- Establishes and maintains seedlings plots;
- Monitors machineries and equipment;
- Monitors and controls the use of chemicals;
- Prepares and maintained inventories;
- Manages green house activities.

Human Resources

- Provides guidance 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 / Knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree in Agriculture from an accredited tertiary institution
- One (1) year work experience

Special Conditions Associated with the Job

- Exposure to hazardous chemicals

Applications, accompanied by Résumés, should be submitted **no later than Thursday, 3rd September, 2026, to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
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 read 'M. Greene', with a long horizontal stroke extending to the right.

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