



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 171 **OSC Ref. C. 4858⁵⁴**

7th September, 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. **Plant Quarantine/Produce Inspector Fumigator (SOG/ST 6)**, salary: \$5,198,035 per annum.
2. **Plant Quarantine/Produce Inspector 1 (SOG/ST 4)**, salary: \$2,803,771 per annum.

1. Plant Quarantine/Produce Inspector Fumigator (SOG/ST 6)

Job Purpose

Under the direct supervision of the Manager, Plant Quarantine/Produce Inspector (SOG/ST 7), the Plant Quarantine/Produce Inspector/Fumigator (SOG/ST 6) is responsible for conducting offsite fumigations ensuring that fumigations are done in accordance with the standard operating procedures of the USDA Pre-clearance Programme; assisting the Export Complex Manager in the efficient operation of the facility and supporting the Plant Quarantine Unit in its mandate to ensure that only the highest quality pest free produces are exported from and imported into Jamaica.

Key Responsibilities

Technical/Professional

- Arranges and performs methyl bromide fumigation of produce;
- Conducts fumigation procedures;
- Test fumigation chambers for air tightness;
- Maintains records of all fumigations;
- Prepares monthly fumigation reports;
- Checks storage temperatures and conditions for produce;
- Delivers fumigated and stored produce to clients;
- Participates in pest surveys, surveillance and other activities;
- Inspects and certifies agricultural commodities for export and import;
- Visits and inspects farms and packing houses where crops for export are grown and stored to ensure good agricultural practices are observed;
- Provides advice on possible actions to minimize pest infestation;
- Maintains and updates records of all machinery and equipment;
- Facilitates the procurement of pallets and other necessary materials and equipment
- Maintains tools and equipment in good working condition;
- Maintains an adequate level of inventory supplies;
- Supervises general repairs and maintenance of the equipment and the facility;
- Undertakes minor plumbing, electrical repairs and other repairs;
- Handles complaints and queries from clients regarding the operations at the Complex;
- Attends meetings, workshops, seminars, as directed;
- Liaises with private contractors to facilitate the preparation of estimates for work to be done at the Complex;
- Provides training in fumigation for new plant quarantine inspectors;
- Monitors the sanitary standards of the facility;
- Assists the administrative staff in several of their activities;
- Monitors the security operations at the security posts.
- Performs other related functions assigned from time to time by the Export Complex Manager.

Required Knowledge, Skills and Competencies

Core

- Good Oral and Written Communication skills
- Good Leadership skills
- Good Interpersonal skills
- Good Problem Solving skills and tenacity
- Excellent work attitude
- High level of Integrity, Professionalism and a sense of service
- Customer and Quality Focus skills

Technical

- Excellent Knowledge of Fumigation Techniques
- Basic Knowledge of the Plant Quarantine System of Jamaica
- Excellent Knowledge of the Standard Operating Procedures of the USDA Preclearance Programme with special emphasis on Fumigation standards and requirements
- Proficiency in the use of the Relevant Computer Applications
- Basic Understanding of Equipment and Building Maintenance

Minimum Required Qualification and Experience

- Associate of Science degree in Agriculture, or equivalent qualification.
- Training in Fumigation Techniques.
- Three (3) years' experience as a Plant Quarantine Inspector with USDA certification in Fumigation.
- At least three (3) years' experience as a Pest Control Operator.

Special Condition Associated with the Job

- Exposure to Methyl Bromide used in the Fumigation process.
- Required to work on weekends and public holidays.

2. Plant Quarantine/Produce Inspector 1 (SOG/ST 4)

Job Purpose

Under the direct supervision of the Certificate/Compliance Manager (SOG/ST 7), the Plant Quarantine/Produce Inspector 1 (SOG/ST 4) safeguards the island's borders to prevent the introduction and establishment of exotic pests and diseases by the use of appropriate measures to protect the integrity of Jamaica's Agriculture Sector.

The incumbent is also responsible to ensure that only the highest quality, pest free agricultural commodities are exported and imported compliant with international standards.

Key Responsibilities

Management/Administrative

- Participates in meetings, seminars, workshops, and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards, and measurements;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and Organization's goals.

Technical/Professional

- Inspects and certifies agricultural commodities for export and import;
- Inspects new and existing packing facilities to ensure compliance with established requirements;
- Provides orientation for new exporters;
- Conducts inspections and supervises fumigation;
- Maintains manual and electronic records of daily inspections;
- Updates export/import database;
- Prepares and submits monthly reports;
- Represents the Plant Quarantine Unit at seminars, workshops, meetings and agricultural shows;
- Advises potential and existing exporters and importers, as well as the public in general on plant quarantine regulations and procedures;

- Participates in pest surveys, surveillance and other related activities;
- Collects, examines, records and destroys agricultural contraband;
- Inspects arriving aircrafts and sea vessels for restricted agricultural commodities and proper containment of international garbage;
- Visits farms where crops are grown for export to ensure that good agricultural practices are observed;
- Provides advice on possible actions to minimize pest infestation;
- Records and supervises the destruction/re-export of non-compliant agricultural/regulated commodities;
- Checks supermarkets, markets and other outlets for illegal imports.
- Performs other functions assigned by the Chief Plant Quarantine Officer and the Senior Plant Quarantine Officer.

Required Knowledge, Skills and Competencies

Core

- Good Oral Communication skills
- Good Written Communication skills
- Good Customer and Quality Focus skills
- Good Interpersonal skills
- High level of Integrity, Confidentiality and Professionalism
- Teamwork and Cooperation
- Good Planning and Organizing skills

Technical

- Sound Knowledge of the Plant Quarantine and Produce Inspection Acts and Regulations
- Excellent Knowledge of Plant Quarantine Procedures and Practices
- Good Knowledge of Internationally Accepted Sanitary and Phytosanitary Procedures
- Proficiency in the use of Relevant Computer Applications
- Knowledge of Best Practices in Post-Harvest Handling and Storage of Produce
- Basic Knowledge of Entomology, Botany and Plant Pathology

Minimum Required Qualification and Experience

- College of Agriculture Science and Education Associate Degree in Agriculture or a Jamaica School of Agriculture Diploma in Agriculture or equivalent.
- Training in Local and International Food Safety Standards.
- Proficient in Computer Applications.
- Three (3) years working experience in Plant Quarantine/Produce Inspection.
- Training in Fumigation.

Special Conditions Associated with the Job

- Exposure to hazardous chemicals such as Methyl Bromide.
- Boarding aircrafts and marine vessels.
- Threat to life in enforcing compliance.

Applications, accompanied by résumés, should be submitted **no later than Friday, 18th September, 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.

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)**