Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 211 **9th November, 2026**
OSC Ref. C.4858[55]

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) - Research and Development Division (Montpelier Research Station)**, **Ministry of Agriculture, Fisheries and Mining**, salary**:** $2,943,960 per annum.

Job Purpose

Under the supervision of the Chief Agronomist (SOG/ST 7), the Research Assistant (SOG/ST 4) 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 communication skills
- Excellent 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 Friday, 20th November, 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.

M. Greene (Mrs.)
for Chief Personnel Officer