



Career Opportunity

The Ministry of Industry, Commerce, Agriculture and Fisheries is inviting suitably qualified persons to fill the posts of **Senior Plant Protection Officer (SOG/ST 6)** in the Research and Development Division (Bodles, Old Harbour):

1. Senior Plant Protection Officer (SOG/ST 6) – *Not Vacant*

JOB PURPOSE

Under the direct supervision of the Chief Plant Protection Officer (SOG/ST 7), the Senior Plant Protection Officer (SOG/ST 6) is responsible for planning and coordinating research, pest identification, diagnostic and advisory work in at least one of the major plant protection disciplines, Entomology, Nematology, Plant Pathology and Weed Science.

KEY OUTPUTS

- Annual budgetary estimates prepared
- Occasional budgetary estimates prepared
- Performance evaluation for Plant Protection Officers conducted
- Probationary report for Plant Protection Officers conducted
- Efficient and productive staff
- Work programme(s) prepared
- Research project proposals prepared
- Preliminary and final research project report(s) produced
- Publishable papers from research project(s) produced
- Fact sheets, posters and bulletins on research findings produced
- Monthly, quarterly, annual and other reports produced
- Presentation of research findings at local or overseas conferences
- Presentation of relevant plant protection information at seminars, workshops and training

EDUCATION

- Master's Degree in a plant protection discipline (Entomology, Plant Pathology, Nematology or Weed Science)
 - Five (5) years' experience in plant protection research, plus publications including at least four (4) research papers.
- OR**
- Bachelor's Degree in a Plant Protection discipline along with at least four years' experience in Plant Protection and at least one research publication.

Salary – \$1,361,593 - \$1,618,506 per annum

Further details of the positions can be obtained from the Ministry of Industry, Commerce, Agriculture and Fisheries website (moa.gov.jm).

Applications accompanied by résumés should be submitted no later than **March 17, 2017** to:

Senior Director

**Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Please note that we thank all for responding, but only shortlisted applicants will be contacted.

**MINISTRY OF AGRICULTURE & FISHERIES
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Senior Plant Protection Officer
JOB GRADE:	SOG/ST 6
POST NO.:	8452
DEPARTMENT:	Research and Development
REPORTS TO:	Chief Plant Protection Officer
MANAGES:	Plant Protection Officers Research Assistant(s) Laboratory Technician(s)

This document is validated as an accurate and true description of the job as signified below:

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- Annual budgetary estimates prepared.
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- Efficient and productive staff.
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- Preliminary and final research project report(s) produced.
- Publishable papers from research project(s) produced.
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KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Supervises Plant Protection staff within one of the disciplines for proper management and functioning of the unit.
- Prepares annual and occasional budgetary estimates at the specialized unit level.
- Conducts performance evaluation for supervised Plant Protection Officers within the unit.
- Conducts interim probationary report for supervised Plant Protection Officers within the unit.
- Determines unit's staff needs for employment and training and make recommendations to the Chief Plant Protection Officer or Senior Research Director, Plant Protection, accordingly.
- Advises the Chief Plant Protection Officer regarding all matters to improve the quality of plant protection services nationally through changes in his/her assigned areas of responsibility.
- Assists the Chief Plant Protection Officer to manage Plant Protection by ensuring that administrative procedures and directives are observed.

Technical/Professional Responsibilities

- Determines specialized research priority at the unit discipline level in consultation with the Chief Plant protection Officer or Senior Research Director, Plant Protection and in keeping with national priorities.
- Prepares and submits detailed project proposals for the conduct of research in keeping with the officer's specialization.
- Plans, organizes and executes long term applied research projects (comprising several short and medium term studies) under laboratory, greenhouse and field conditions as is necessary.
- Collaborates (as discipline specialist) with other researchers to formulate and execute multi-disciplinary research projects of national significance.
- Conducts pest identification, problem diagnosis and advisory work, which involves field visits.
- Dispatches specimens abroad for identification or confirmation of identity.
- Supervises and trains less experienced Plant Protection Officers in the discipline of diagnostics and the achievement and maintenance of high quality laboratory standards.
- Keeps abreast of his/her area of specialization by reviewing scientific literature, attending and making presentations at local and overseas conferences, seminars, workshops and meetings.
- Serves as subject matter specialist contributor to various inter-agency projects and committees requiring plant protection input.
- Serves as technical resource person to the Senior Research Director, Plant Protection, the Deputy Director, Crop and Plant Protection Research Director, and the Principal Research Director Research and Development as is necessary.
- Gives technical guidance and supervision in the review of the Plant Protection Officer's research projects.
- Serves as consultant/guest presenter at various training sessions convened by RADA at both the officer and farmer levels.
- Conducts Pest Risk Analyses (PRA) as it relates to endemic and exotics pests.
- Provides professional advice, guidance and training for plant quarantine officers.

Human Resource Responsibilities

- 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 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 established human resource policies and procedures

- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit to facilitate continuity and availability of required skills and competencies to meet the needs of the Division.
- 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 committed to the Division's and organization's goals.

Other Responsibilities

- Represents the Chief Plant Protection Officer and the Senior Research Director at meetings, which they are unable to attend.
- Oversees the work in other Plant Protection units in the absence of the equivalent officer.
- Represents Research and Development at technical conferences and meetings and at workshops, seminars and training sessions
- Prepares exhibits for and participates in various agricultural shows and scientific expositions.
- Facilitates the work of consultants and contract workers in his/her area of responsibility.
- Performs other tasks assigned by the Chief Plant Protection Officer or Senior Research Director, Plant Protection from time to time.

PERFORMANCE STANDARDS

- Research projects are implemented according to established guidelines.
- Reports and research papers are produced within agreed time frames to required standards.
- Pest identification reports completed within the specified time.
- Recommendations for pest and disease management are scientifically sound
- Pest Risk Assessments are conducted in accordance with international standards and organizational policy.
- Plant Protection staff is competent and productive.
- A team approach is adopted with officers and technical personnel within the Plant Protection unit leading to greater efficiency in service.

REQUIRED COMPETENCES

Core

- Excellent presentation skills
- Excellent oral and written communication skills

- Good leadership and interpersonal skills
- Ability to lead and work in teams.
- Very good problem solving skills.
- Integrity
- Initiative

Technical

- Excellent knowledge of procedures used in the Plant Protection discipline - Entomology, Nematology, Plant Pathology or Weed Science
- Very Good knowledge of pest and disease management strategies as it relates to the Plant Protection discipline.
- Very Good knowledge of pests and diseases affecting major crops grown in the island.
- Competent in and possess the ability to educate others in laboratory techniques in the identification of pest and diseases.
- Proficiency in the use of relevant computer applications.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Education

- Master's Degree in a plant protection discipline (Entomology, Plant Pathology, Nematology or Weed Science)
- Five (5) years' experience in plant protection research, plus publications including at least four (4) research papers.

OR

- Bachelor's Degree in a Plant Protection discipline along with at least four years' experience in Plant Protection and at least one research publication.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work environment is usually hot and humid and sometimes rainy.
- Exposure to harmful chemicals
- Expose to ultraviolet radiation
- Exposure to dust, bacteria and fungal spores.
- Risks associated with long distance road travel, often off – track in unfamiliar and high risk areas.
- Occasional long working hours.

AUTHORITY

N/A