



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 192

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12th August, 2020

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 **Director, Research and Quality Assurance (GMG/SEG 2) – not vacant** in the **Hazardous Substances Regulatory Authority, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director General, **the Director Research & Quality Assurance** is responsible for performing inspection and enforcement to maintain quality in accordance with relevant International Standard(s). The incumbent is also responsible for performing Scientific Research and publishing them as well as communicate standards for accreditation of facilities to the public.

Key Responsibilities

Administrative/Management

- Represents the Authority at meetings, seminars etc;
- Assists with the development and implementation of the strategic objectives;
- Provides technical advice to all stakeholders;
- Reviews and approves the setting of objectives and goals and ensures the achievement of targets;
- Assists to develop and review the Annual Budgets, Strategic, Corporate and Operational Plans;
- Liaises with other Agencies, Ministry Officials, representatives of the Private Sector, tertiary institutions, non-government organizations, regional and international agencies to achieve objectives;
- Certifies facilities compliance with the regulations of the Authority.

Technical

- Establishes, maintains and enforces internationally sound quality system;
- Establishes system through which scientific research, or any other relevant type of research, can be requested from any area within the HSRA;
- Establishes and maintains a system that is capable of exhibiting all research requested, all research reports and the dates for completion of reports research requests;
- Ensuring that all areas/units within the HSRA are aware of all internal and international requirements, or guidelines, that relevant to the operations of the respective units/areas;
- Makes quality and research based recommendations to the Principal Director, where applicable, and such other recommendations as may be required;
- Spearheads the auditing of all Divisions/Units,
- Monitors the storage and filing of all information for audits conducted;
- Ensures that all officially recorded non-conformances are based on a clearly stated documented requirement;
- Develops the quality assurance procedures;
- Recommends to the Principal Director any corrective actions to be taken by the units/areas;
- Publishes findings of research internally and externally (where applicable);
- Leads the conduct of audits and enforcement for all relevant stakeholders;
- Escalates all radiation accidents to the Principal Director;
- Manages the disposal of hazardous material;
- Assists with the identification of conditions that could result in potential threat to life, property and the environment;
- Assists with controlling export and import of hazardous material;
- Maintains required measurement control programmes to safeguard all.

Other Responsibilities

- The incumbent shall also be tasked with such preparation of periodic reports on the performance of the Research & Quality Assurance Unit;
- Any other functions as may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Teamwork and co-operation
- Managing partners
- Goal/Results oriented
- Excellent leadership skills

Technical:

- Excellent knowledge of quality management systems
- Excellent project management skills
- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of metrology
- Sound knowledge of radiation protection
- Sound knowledge of quality management systems
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Sound knowledge of inspection/auditing principles and techniques
- Computer Literacy
- Ability to analyze problems and generate solutions

Minimum Required Qualification and Experience

- B.Sc. in Natural Sciences discipline or an equivalent minimum required experience.
- Post-graduate education in Radiation Protection and the Safety and Security of Radiation Sources

AND

- At least two years' experience working in scientific laboratory or an industrial high risk facility (preferably in an ISO 9001 or ISO 17025 certified entity)

AND

- Five (5) years' experience in auditing and/or inspections
- At least two (2) years' experience working in a management/supervisory position.

Special Conditions Associated with the Job

- Working beyond scheduled work hours
- Office environment and possibly off-site visits
- Extensive travelling during and outside of scheduled work hours, where applicable
- Participation in training (as a trainee or trainer) with possibility of no reduction in work load
- Participation in Scientific Research
- Recommends leave.

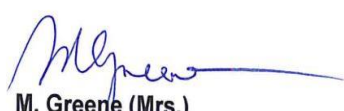
Applications accompanied by Résumés should be submitted **no later than Tuesday, 25th August, 2020 to:**

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

E-mail: hrm@micaf.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)**