



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

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 193

OSC Ref. C. 4858³⁶

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 fill the **vacant post of Food Storage Scientist (SOG/ST 6)** in the **Food Storage and Prevention of Infestation Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$1,592,427 - \$1,892,895 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Food Storage Scientist (SOG/ST 7), the Food Storage Scientist (SOG/ST 6) assists in all operations of the Training and Information Unit (TIU), by designing, developing, conducting and/or coordinating training programmes, workshops, seminars, etc. and information dissemination for: the Food Industry, Pest Management professionals; learning institutions; Food Storage and Prevention of Infestation Division (FSPID) staff and the general public with regard to integrated Pest Management in food areas and food safety.

Key Responsibilities

Management/Administrative

- Prepares monthly reports;
- Represents the TIU/FSPID at meetings, seminars, conferences and other fora;
- Maintains the FSPID training and reference materials, training-related records, training facilities and TIU equipment;
- Maintains the TIU filing system;
- Prints certificates of compliance for the Inspectorate and Disinfestation Unit (IDU).

Technical/Professional

- Provides technical advice to the Food Industry, Pest Management professionals, learning institutions and the general public via consultations, handouts, booklets and exhibitions;
- Assists in coordinating the public relations activities of the FSPID including providing information for the media and the FSPID Website;
- Prepares training programme proposals;
- Assists with the planning of training programmes, workshops, seminars etc.;
- Prepared and conducts lectures and other training activities;
- Assists in coordinating the FSPID ISO 9001 certification activities;
- Assists the FSPID's Laboratory Services Unit and IDU with ISO/IEC 17025 and 17020 accreditation activities;
- Participates in Internal Audits;
- Updates the FSPID's list of active ingredients of pesticides allowed for use in food and food related areas;
- Assists with the production of handbooks, booklets and other technical documents/publication for the FSPID;
- Assists with the auditing of pest control records;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent teamwork and cooperation
- Excellent customer relations skills
- Methodical
- Analytical thinking
- Good problem-solving and decision-making skills

- Initiative
- Goal/results oriented
- Interpersonal skills
- Good planning and organizing skills

Technical:

- Knowledge of pest management operations and food safety systems
- Knowledge of the FSPI Act and Regulations
- Knowledge of ISO 9001, ISO/IEC 17020 and ISO/IEC 17025 Standards
- Good understanding of records management
- Proficient in the use of relevant computer applications e.g. Word, PowerPoint and Excel
- Ability to organize events
- Excellent public speaking and presentation skills
- Knowledge of administrative and HRD matters
- Ability to use various training devices
- Auditing principles according to ISO/IEC 19011

Minimum Required Qualification and Experience

- First Degree in the Natural Sciences
- 2-3 years' experience in a similar position
- Reliable motor vehicle

Special Conditions Associated with the Job

- Islandwide and overseas travel
- May be required to work overtime and on weekends and Public Holidays
- Undertake field work

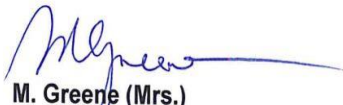
Applications accompanied by Résumés should be submitted **no later than Tuesday, 25th August, 2020 to:**

**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)