



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 10
OSC Ref. C. 4858³⁷

14th January, 2021

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 **Senior Food Storage Scientist (SOG/ST 7)** in the **Food Storage and Prevention of Infestation Division (FSPID) - (Microbiology Unit), Ministry of Industry, Investment and Commerce**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Deputy Food Storage Officer (SOG/ST 8), the Senior Food Storage Scientist (SOG/ST 7) manages all operations of the Microbiology Unit in ensuring smooth and efficient operations of the Unit in carrying out Laboratory Analysis and related research.

Key Responsibilities

Management/Administrative:

- Reviews Laboratory Standard Operating Procedures Manual;
- Prepares Unit's annual Budget and Operational Plan;
- Interacts with Government Agencies on Position Papers and Policies;
- Reviews Units monthly and technical reports;
- Participates in seminars, workshops, conferences and other events;
- Represents the Division on external Technical Committees.

Technical/Professional:

- Conducts in-house training programmes for new Inspectors, Food Storage Scientist and Assistant Food Storage Scientists;
- Researches new microorganism in food to determine its characteristics and how to eradicate under Jamaican conditions;
- Prepares technical reports and scientific papers;
- Liaises with the Inspectorate Unit to keep informed of the challenges they are experiencing in order to assist with providing solutions;
- Liaises with Consultants and provides information;
- Prepares project profiles; implements projects.

Human Resource Management:

- 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 attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- 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 commitment to the Division's and organization's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good leadership and interpersonal skills
- Good management of the client interface
- Excellent ability to think analytically

- Sound judgment
- Strong integrity
- Excellent compliance to organizational policies
- Excellent planning and organizing skills
- Excellent people management skills
- Methodical

Technical:

- Competence in identifying pathogenic micro-organisms in food
- Ability to isolate and identify food spoilage moulds
- Competence in using compound microscope to identify micro-organism morphology
- Proficient in using relevant computer software
- Ability to write research papers and think analytically
- Sound knowledge of the FSPID Act and Regulations
- Sound knowledge of the operations of Government

Minimum Required Qualification and Experience

- Master of Science Degree in Microbiology and three (3) years' experience in the Laboratory environment;
- Diploma in Management Studies/Public Administration;
- In-service training in special areas such as HAACP and the Food Storage Laws and Regulations;

OR

- Bachelor of Science Degree in Natural Science, specializing in Microbiology
- Diploma in Management Studies/Supervisory Management;
- Eight (8) years' experience in a Laboratory environment.

Special Condition Associated with the Job

- Works with potentially hazardous chemicals;
- Spends time in the field;
- May need to work long hours and on weekends.

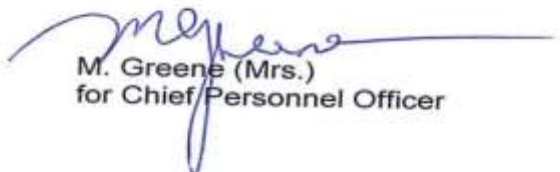
Applications accompanied by Résumés should be submitted **no later than Wednesday, 27th January, 2021 to:**

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

Email: 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