



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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17th May, 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 following **vacant** posts in the **Ministry of Transport and Mining**:

1. **Senior Inspector (SOG/ST 7)**, salary range \$2,028,736 - \$2,411,529 per annum and any allowance(s) attached to the post.
2. **Inspector 2 (SOG/ST 6)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.
3. **Geological Assistant 1 (SOG/ST 1)**, salary range \$620,685 – \$737,799 per annum and any allowance(s) attached to the post.

1. Senior Inspector (SOG/ST 7)

Job Purpose

Under the general supervision of the Chief Inspector of Mines, the incumbent is responsible for the island-wide inspection of mines and quarries to ensure compliance with the Mining Act, the Mining, Safety and Health Regulations, and the Quarries Control Act.

Key Responsibilities

Management/Administrative:

- Supervises Inspectors;
- Participates in the Organization's Planning Process and ensures the work of the Unit is carried out according to plan and agreed targets are achieved;
- Represents the organization at meetings, conferences and other functions as directed.

Technical/Professional:

- Supervises the performance of Safety Inspections and Housekeeping Inspections of all Bauxite and Non-Bauxite Mining, Alumina processing and major Quarry facilities, in accordance to the Mining Safety and Health Regulations of 1977 and oversees the preparation of the report;
- Oversees the investigation of all reported fatalities and lost time accidents occurring at all Bauxite and Non-Bauxite Mining, Alumina processing and Quarry facilities and oversees the preparation of the report;
- Hosts enquiries into all reported fatalities occurring at all Bauxite and Non-Bauxite Mining, Alumina processing and Quarry facilities and oversees the preparation of the report;
- Receives reports of accidents occurring at all Bauxite and Non-Bauxite Mining, Alumina processing and Quarry facilities and oversees maintenance of the database for these reports;
- Co-ordinates the preparation of an Annual Report which analyses all accidents and safety standards at all Bauxite and Non-Bauxite Mining, Alumina processing and Quarry facilities for the previous year;
- Assists in hosting an Annual function seeking to award outstanding safety performances during the previous year to Bauxite and Non-Bauxite Mining, Alumina processing and Quarry facilities.

Human Resource:

- Manages the welfare and development of supervisees through the preparation of performance appraisals and recommendation of required Training and Development Programmes;
- Provides leadership to supervisees through effective objective setting, delegation and communication;

- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and the Ministry;
- Approves leave based on established guidelines and recommends Appointments and disciplinary action.

Required Knowledge, Skills and Competencies

- Knowledge of the Mining Act, Mining Regulations, and Quarries Control Act
- Knowledge of mining engineering
- Knowledge of process engineering
- Excellent Investigative and Inspection Techniques
- Excellent Data Management Skills
- Excellent oral and written communication skills
- Excellent planning and organization skills
- Excellent people management skills
- Leadership
- Integrity
- Problem solving and decision making

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Earth Science or any other related scientific field;
- Three (3) years' related experience working in the field.

Special Conditions Associated with the Job

- Fieldwork includes hot, humid, noisy, and/ dusty physical surroundings;
- Fieldwork includes exposure to hazardous chemicals;
- Fieldwork includes exposure to extreme heights;
- Fieldwork is often physically challenging and extends for several hours;
- Will be required to travel island-wide travel when necessary;
- Will be required to travel into isolated and hostile communities.

2. Inspector 2 (SOG/ST 6)

Job Purpose

Under the direct supervision of the Senior Inspector of Mines (SOG/ST 7), the incumbent is responsible for monitoring the mining practices of all holders of mining leases to ensure adherence to the Mining Act and the Mining Regulations, as well as the monitoring of quarrying operations to ensure adherence to the Quarries Control Act.

Key Responsibilities

Technical/Professional:

- Conducts routine Mining and Quarrying inspections to monitor the status of lands disturbed for mining and quarrying;
- Investigates reports of illicit quarrying;
- Monitors the rehabilitation of lands disturbed for Mining and Quarrying;
- Participates in certification exercises to ensure that lands disturbed for mining and quarrying are satisfactorily rehabilitated and prepares the certificate to be issued;
- Conducts blast site inspections;
- Investigates complaints made against holders of Mining Leases and Quarry Licences;
- Maintains a database with information on Mining and Quarrying operations;
- Accepts and processes applications for Quarry Licences and all documents for the deliberations of the Quarry Advisory Committee;
- Prepares Monthly Reports.

Required Knowledge, Skills and Competencies

- Knowledge of the Mining Act, Mining Regulations and Quarries Control Act
- Knowledge of mining engineering
- Knowledge of process engineering
- Knowledge of basic windows operating systems
- Good negotiating skills
- Excellent oral and written communication skills
- Methodical
- Ability to use initiative
- Integrity

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Earth Sciences or other related scientific field;
- Two (2) years' related experience working in the field.

Special Conditions Associated with the Job

- Fieldwork includes hot, humid noisy and/dusty physical surroundings;
- Fieldwork is often physically challenging and extends for several hours;
- Will be required to travel island-wide when necessary;
- Will be required to travel into isolated and hostile communities.

3. Geological Assistant 1 (SOG/ST 1)

Job Purpose

The incumbent is responsible for assisting the Geologists with geological and geotechnical duties, and also assists with the creation of a reliable database system for collecting and compiling important information for national use.

Key Responsibilities

Technical/Professional:

- Maintains proper storage of all maps and aerial photograph, including updating of digital records;
- Assists in the collection and cataloguing of samples in the field and on the Office Computerized Database System;
- Records all damages to commercial crops during the cutting of survey lines;
- Monitors the system of access and retrieval of aerial photographs in the Remote Sensing Laboratory;
- Cuts lines for traverses, prepare trenches, pits etc. for sampling;
- Prepares the necessary sample bags tools, maps and other equipment prior to field exercise;
- Accompanies Geologist on field assignments and assisting in the collection and transporting of samples and equipment;
- Catalogs, cleans and secures all maps in the Map Room;
- Manages Map Room;
- Assists in the archiving of sample splits;
- Distributes and records maps leaving the Map Room to general public and members of staff;
- Monitors the system of access and retrieval of aerial photographs in the Remote Sensing Laboratory;
- Assists Geologist in doing sub-division when necessary;
- Assists in data entry of maps and geological information on the Division's database;
- Performs any other duties as required by the supervisor.

Administrative:

- Provides assistance in the collection of supplies for the Division and maintenance of storeroom;
- Assists in the maintenance of Library facilities and makes photocopies of reports.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Excellent Team Player
- Integrity
- Compliance

Functional:

- Good problem solving and decision making skills
- Ability to use initiative
- Good planning and organizing skills
- Goal/result oriented

Technical:

- Basic map reading techniques
- Must be able to pay keen attention to details in order to ensure that proper work standards are maintained
- Sound knowledge of field mapping procedures
- Basic knowledge in the identification of simple geological features
- Sound knowledge in map archiving
- Basic skills in data base creation

Minimum Required Qualification and Experience

- Four (4) CXC or 'O' Level subjects;
- High school graduate;
- Training in basic geophysical data collection as well as map reading techniques.

Applications accompanied by résumés should be submitted **no later than Monday, 31st May, 2021 to:**

**Director, Corporate Services,
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**