



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 313**

**OSC Ref. C.4858<sup>40</sup>**

**22<sup>nd</sup> September, 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 be assigned to the post of **Plant Quarantine/Produce Inspector 1 (SOG/ST 4) – (Not Vacant)** in the **Plant Quarantine/Produce Inspection Branch, Ministry of Agriculture and Fisheries**, salary range \$1,061,136 - \$1,261,358 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Certificate and Compliance Manager (SOG/ST 7), the Plant Quarantine/Produce Inspector (SOG/ST 4), will prevent the introduction and establishment of exotic pests by the use of appropriate measures to safeguard our borders; thus protecting the integrity of Jamaica's Agriculture Sector.

The incumbent will allow only the highest quality, pest free agricultural commodities to be exported and imported in compliance with national and international food safety standards.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Prepares and submits monthly and specialised reports;
- Represents the Department at seminars, workshops, meetings and agricultural shows;
- Advises potential exporters and importers as well as the general public on Plant Quarantine regulations and functions;
- Supervises and monitors the fumigation process;
- Disseminates relevant information to stakeholders through various Public Education campaigns including tourists;
- Organises/Prepares exhibits for agricultural shows and seminars;
- Delivers customer service in accordance with the Citizens Charter.

#### ***Technical/Professional:***

- Inspects and certifies agricultural commodities for export in accordance with trading partners requirements;
- Inspects and certifies agricultural commodities being imported in accordance with local standards;
- Inspects new and existing packing facilities and enforces compliance with established standards;
- Supervises/Monitors fumigation and other treatment processes;
- Monitors ports of entry;
- Conducts/Participates in pest surveillance;
- Investigates pest sighting reports;
- Monitors pest and disease outbreaks;
- Collects, inspects, records and destroys contraband (illegal imports of agricultural items and other regulated commodities) in accordance with established standards;
- Records and supervise the destruction/re-export of non-compliant agricultural/unregulated commodities;
- Inspects and monitors transshipments of agricultural/regulated commodities;
- Visits farms where crops are grown for export to ensure proper pests management and food safety practices are employed;
- Conducts regular monitoring to ensure exporters are informed of new and existing entry requirements of major trading partners;
- Inspects and monitor aircrafts and marine vessels;
- Monitors markets, supermarkets and other outlets for illegal imports;
- Maintains the Plant Health Surveillance System;
- Conducts overseas farm workers sensitization sessions;
- Guides and monitor exporters' compliance with Food Safety Standards of trading partners;

- Enforces compliance with Jamaica's Good Manufacturing Practices which includes:
  - Record keeping
  - Waste management, cleaning and sanitation
  - Security of food
  - Traceability
  - Product recall
  - Training
  - Audit and verification
- Assists exporters in developing Food Safety Plan for their facilities;
- Provides orientation for new exporters;
- Assists exporters in developing and maintaining traceability systems;
- Certifies and monitors offsite cold storage facilities;
- Certifies and monitors plant nurseries and farms according to established guidelines;
- Collaborates with major trading partners in accordance with their standard operating procedures;
- Performs any other related functions assigned from time to time by the Supervisor.

### **Required knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good problem solving skills
- Good use of initiative
- Ability to work in teams
- Good leadership skills
- Good analytical thinking
- Good planning and organisational skills

#### ***Technical:***

- Excellent knowledge of internationally accepted sanitary and phytosanitary procedures
- Formal training in fumigation techniques and procedures
- Proficiency in the use of computer applications
- Good knowledge of best practices in post-harvest handling of produce and storage
- Working Knowledge of Plant Husbandry
- Working Knowledge of Entomology
- Working Knowledge of Botany
- Working Knowledge of Pathology
- Excellent Knowledge of Food Safety Standards
- Good Knowledge of major trading partners standard operating procedures
- Excellent knowledge of the Acts and Regulations of the branch as well as various standards, procedures and principles governing the activities

### **Minimum Required Qualification and Experience**

- College of Agriculture Science and Education Associate Degree in Agriculture or a Jamaica School of Agriculture Diploma in Agriculture or equivalent;
- Training in local and international food safety standards;
- Proficient in Computer applications;
- Three (3) years working experience in plant quarantine/produce inspection;
- Training in Fumigation.

### **Special Conditions Associated with Job**

- Exposure to hazardous chemicals such as Methyl Bromide and other post-harvest chemicals;
- Boarding of aircrafts and marine vessels;
- Threat to life in enforcing compliance;
- Require to travel extensively;
- Required to work early mornings, late evenings and public holidays.

Applications accompanied by résumés should be submitted **no later than Monday, 4<sup>th</sup> October, 2021 to:**

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

E-mail: [hrm@moa.gov.jm](mailto:hrm@moa.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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