



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 28 **OSC Ref. C. 4857¹⁶**

25th January, 2022

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 **Inspector of Mines (SOG/ST 7)** in the **Ministry of Transport and Mining**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent, under the general direction of the Chief Inspector of Mines, will be responsible for monitoring the mining and quarrying activities of all holders of Mining Leases and Quarry Licences to ensure adherence to the Mining Act, the Mining Regulations and the Quarries Control Act.

Key Responsibilities

- Conducts routine Mining and Quarrying Inspections to monitor the status of lands disturbed for mining and quarrying;
- Monitors the rehabilitation of land disturbed for mining and quarrying;
- Participates in certification exercises to ensure that lands disturbed for mining and quarrying are satisfactorily rehabilitated, and issues certificate;
- Conducts blast site inspection;
- Investigates complaints made against holders of Mining Leases and Quarry Licences;
- Maintains a database with information on Mining and Quarrying operations;
- Prepares Monthly Reports.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge of the Mining Regulations, Quarries Control Act and Mining Act
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes
- Excellent reporting techniques
- Good oral and written communication skills
- Knowledge of relevant environment standards and regulations
- Experience in the use of the relevant computer applications

Core:

- Excellent leadership skills
- Excellent interpersonal skills
- Good problem-solving and analytical skills
- Excellent organizing skills
- Ability to work on own initiative
- Ability to work in a team

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Exposure to dust, hot, humid and noisy environment;
- Fieldwork is often physically challenging and extends for several hours;

- Pressured working conditions with numerous critical deadlines;
- Job oftentimes requires extensive working hours;
- Island-wide travel, to include remote locations;
- Reliable motor vehicle and a valid Drivers Licence.

Applications accompanied by résumés should be submitted **no later than Monday, 7th February, 2022 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**