



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No.
OSC Ref. C. 4857¹⁶

5th January, 2022

RE-ADVERTISEMENT

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 Inspector (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

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;
- 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 analyzes 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 adheres 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, organizing, problem-solving and decision-making skills
- Excellent leadership and people management skills
- Integrity

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/or dusty physical surroundings;
- Exposure to hazardous chemicals;
- Exposure to extreme heights;
- 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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th January, 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**