



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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21st February, 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/be assigned to the following posts in the **Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Food Storage Scientist (SOG/ST 7) – Training and Information Unit – (Vacant)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
2. **Accounting Technician (FMG/AT 3) – (Vacant)**, salary range \$1,161,406 - \$1,416,207 per annum and any allowance(s) attached to the post.
3. **Assistant Food Storage Scientist (SOG/ST 4) – Microbiology Unit – (Not Vacant)**, salary range \$1,103,582 – \$1,311,812 per annum and any allowance(s) attached to the post.
4. **Records Officer 2 (PIDG/RIM 3) – (Vacant)**, salary range \$933,069 – \$1,109,126 per annum and any allowance(s) attached to the post.

1. **Senior Food Storage Scientist (SOG/ST 7)**

Job Purpose

Under the direct supervision of the Chief Food Storage Officer, the Senior Food Storage Scientist manages all operations of the Training and Information Unit as it relates to the designing, developing, conducting and/or co-ordinating of training programmes, workshops, seminars, etc., for the Food Industry, Pest Control Operators, Food Storage and Prevention of Infestation Division's staff and the general public.

Key Responsibilities

Management/Administrative:

- Prepares the Units Corporate/Operational Plans and Annual Budget that supports the Division's Strategic Objectives;
- Oversees the maintenance of the training rooms and training equipment;
- Monitors staff's compliance with the Food Storage and Prevention of Infestation and the Ministry's policies and procedures;
- Collaborates with the IT Team for the maintenance and updating of the FSPID Website;
- Oversees and directs the management and maintenance of the Training and Information Unit's Filing System;
- Prepares the Unit's Monthly, Quarterly and Annual Reports;
- Represents the Division at committees, meetings, conferences, seminars and other fora.

Technical/Professional:

- Prepares contracts and proposals for training programmes for stakeholders in the Food Industry, Pest Management and the general public;
- Manages the Division's Public Relations Programme;
- Conducts food safety and pest management analyses for stakeholders;
- Plans training programmes, workshops, exhibitions and other training initiatives;
- Prepares and conducts lectures, workshops, exhibitions, seminars, etc. and makes presentations on food safety and pest management related matters to various stakeholders;
- Produces handouts, booklets and other technical documents for the Food Industry, Pest Management and the general public;
- Reviews and updates the FSPID Act and Regulations;
- Conducts and co-ordinates ISO 9001 certification activities;
- Assists in co-ordinating ISO/IEC 17025 and 17020 accreditation programmes for the Division;

- Updates the FSPID's list of active ingredients of pesticides allowed for use in food and food related areas;
- Interacts with other Government Agencies on Positional Papers and Policies;
- Ensures the review of quality system documents in the Unit annually;
- Participates in quality system audits and meeting as necessary;
- Ensures that corrective actions are completed in a timely manner.

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 Unit and recommends transfers, 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 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/Unit's and the Organization's goals.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in a team
- Strong customer service and leadership skills
- Initiative
- Goal/results oriented
- Good problem-solving and decision-making skills
- Sound integrity
- Excellent planning and organizing skills
- Knowledge of pest management operations and food safety systems
- Excellent presentation skills
- Knowledge of the operations of Government
- Proficiency in the use of relevant computer applications
- Good knowledge of ISO 9001 certification and ISO /IEC 17025 and 17020 accreditation standards

Minimum Required Qualification and Experience

- Master's Degree in Natural Sciences/Pure and Applied Science;
- Diploma in Management/Diploma in Education/Training;
- Three (3) years' experience in a training environment.

OR

- Bachelor of Science Degree in Natural Science/Agriculture;
- Diploma in Management/Diploma in Education/Training;
- Five to seven (5-7) years' experience in a training environment

Special Conditions Associated with the Job

- Required to work overtime, on weekends and on public holidays;
- Required to travel island-wide and overseas;
- Will be required to perform field work.

2. Accounting Technician (FMG/AT 3)

Job Purpose

Under the direction of Chief Food Storage Officer, the Accounting Technician (FMG/AT 3) ensures that all activities essential to the efficiency of the Division are provided for financially and ensures that revenue is collected for work done by the Division.

Key Responsibilities

Management/Administrative:

- Provides advice/guidance to the Director and other Managers on the financial status of the Division;
- Represents the Division at meetings, workshops and conferences.

Accounts Payable:

- Prepares annual draft Estimate for Recurrent and Capital Expenditure;
- Ensures that goods, chemicals, equipment and services for the Division are carried out according to procurement guidelines;
- Ensures all accounting records are properly kept;
- Checks all invoices for correctness;
- Reviews Division's Financial Statement for correctness of payments and balance;
- Monitors funds and payments by liaising with the Financial Controller, Director of Expenditure and Budget Director of the Ministry;
- Prepares Financial Report based on the financial status of the Division;
- Monitors actual Expenditure against Budget for variances and reports to Head of Department for corrective action;
- Prepares Estimates and Monthly Report for Non-Tax Revenue and ensures there is no shortfall in targeted collection;
- Prepares Monthly Schedule of invoices for payment based on monthly subvention;
- Responds to Audit Queries from Internal and External Auditors.
- Responds to queries of a financial nature;
- Monitors and verifies that invoice items are received;
- Ensures accountability of internal records and control;
- Verifies claims and payments for compliance with Budget constraints;
- Assists Heads of Unit in Budget Development.

Accounts Receivable:

- Updates and maintains Accounts Receivable Records, ensuring accurate and timely posting of transaction;
- Ensures accurate and timely preparation and remittance of invoices to clients;
- Follows up with clients to ensure the timely receipt of payments on outstanding balances;
- Updates and maintains customers files;
- Investigates and resolves customer queries;
- Communicates with customers via phone, email, mail or personally;
- Develops a recovery system and initiates collection efforts via reminder notices;
- Maintains appropriate internal control and safeguards.

Human Resource:

- Supervises Accounting Technician FMG/AT 1 by ensuring accounts payable records are maintained;
- Monitors and evaluates the performance of direct report, prepares Performance Appraisal and recommends and/or initiates corrective action, where necessary, to improve performance;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Performs requisite duties in the absence of Accounting Technician FMG/AT 1.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to work in a team
- Good interpersonal skills
- Ability to work on own initiative
- Good problem-solving skills
- Good time management skills
- Good customer and quality focus skills

- Good analytical skills
- Good knowledge of Government Accounting
- Good knowledge of FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Ability to interpret and apply Financial Rules and Regulations
- Ability to set up and maintain database files to create spreadsheets and documents
- Ability to set up and accurately maintain accounting and financial records
- Proficient in the relevant computer applications

Minimum Required Qualification and Experience

- AAT Level 3, **or**;
- ACCA-CAT Level C/Level 3, **or**;
- ACCA Level 1, **or**;
- NVQJ Level 3, Accounting, **or**;
- Diploma in Accounting from an accredited University or Community College, **or**;
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary Institution, **or**;
- ASc. Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3, **or**;
- BSc. Degree in Accounting or Management Studies with Accounting, **or**;
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

3. Assistant Food Storage Scientist (SOG/ST 4)

Job Purpose

The Assistant Food Storage Scientist is responsible for assisting the Food Storage Scientist and Senior Food Storage Scientist in the performance of all microbiological analyses by preparing a sterile working environment, relevant culture media and sterile equipment, autoclaving and discarding of all used contaminated materials.

Key Responsibilities

- Ensures that the Laboratory has adequate supplies of the required resources to carry out its function by maintaining an accurate record of the inventory;
- Provides technical advice to clients on the collection and submission of the samples for analyses;
- Maintains an aseptic working area in the Laboratory.

Required Knowledge, Skills and Competencies

- Should be competent in operating the various equipment present in the Laboratory
- Should have the necessary skills to inoculate the correct media with the samples submitted for analyses
- Have the knowledge to enumerate bacteria and mold colonies on the culture media plates

Minimum Required Qualification and Experience

- Laboratory Technician Certification from a recognized Tertiary Institution;
or
- Associate of Science Degree from a recognized Tertiary Institution;
or
- Diploma in Food Technology;
- Two (2) years working in a recognized Laboratory;
- Experience in microbiological techniques and application;
- Experience in an environment where food quality control and sanitation were practiced.

Special Conditions Associated with the Job

- Flexibility in working on weekends;
- Willingness to do field work.

4. **Records Officer 2 (PIDG/RIM 3)**

Job Purpose

Under the direct supervision of the Office Manager, the Records Officer provides support services in the areas of office management and general services to enhance the Unit's capabilities to carry out its various functions effectively and efficiently.

The Officer performs duties as Inventory Clerk, issuing chemicals, equipment and stationery, as well as furniture and equipment.

Key Responsibilities

- Maintains Store Ledger;
- Cross references between Ledger entries and goods received;
- Inventorizes newly acquired items and maintains an Inventory;
- Keeps store Ledger up to date and issues chemical and equipment;
- Issues stationery;
- Collects goods from suppliers;
- Mixes rodent bait;
- Checks prices and quality of goods;
- Processes goods and services ordered.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Good organizing skills
- Flexibility
- Sound knowledge of chemical issues
- Sound accounting background

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level, including English Language and numeracy subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to Records Management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

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

**Director
Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**