



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 118
OSC Ref. C.6555¹³

24th March, 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 following **vacant** posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Food Storage Scientist (SOG/ST 7) – Food Storage and Prevention of Infestation Division (Food Storage Branch), Microbiology Unit**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
2. **Food Storage Inspector (SOG/ST 5) – Food Storage and Prevention of Infestation Division (Food Storage Branch), Inspectorate and Disinfestation Unit**, salary range \$1,322,684 – \$1,572,255 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 Deputy Food Storage Officer (SOG/ST 8), the Senior Food Storage Scientist (SOG/ST 7) manages all operations of the Microbiology Unit in ensuring smooth and efficient operations of the Unit in carrying out laboratory analyses and related research.

Key Responsibilities

Management/Administrative:

- Reviews and edits, as necessary, the Unit's Standard Operating Procedures Manual;
- Prepares the Unit's Annual Budget and Operational Plans;
- Interacts with Government/Agencies on position papers and policies;
- Prepares/Reviews the Unit's Monthly, Quarterly, Annual and Technical Reports;
- Participates in seminars, workshops, conferences and other events;
- Represents the FSPID External Technical Committees.

Technical/Professional:

- Conducts in-house training programmes for Inspectors, Food Storage Scientists and Assistant Food Storage Scientists;
- Conducts research as necessary;
- Prepares technical Reports and scientific papers;
- Liaises with the FSPID's Inspectorate and Disinfestation Unit to keep informed of the challenges they are experiencing in order to assist with providing solutions;
- Liaises with consultants and provides information;
- Prepares project profiles and implements projects.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepare 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 development needs of the Unit's staff are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Units and the FSPID's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good leadership and interpersonal skills
- Good oral and written communication skills
- Good management of the client interface
- Excellent ability to think analytically
- Sound professional conduct
- Sound judgment and integrity
- Excellent compliance to organizational policies
- Ability to plan and organize
- Customer and quality focus
- Excellent people management skills
- Methodical
- Competence in identifying pathogenic micro-organisms in food
- Ability to isolate and identify food spoilage moulds
- Competence in using compound microscope to identify micro-organism morphology
- Proficient in using relevant computer software
- Ability to write research papers and think analytically
- Sound knowledge of the FSPI Act and Regulations
- Sound knowledge of the operations of Government
- Sound knowledge of the ISO/IEC 17025 and ISO 9001 standards
- Sound knowledge of best practices with respect to preventing microbial contamination of food

Minimum Required Qualification and Experience

- Master of Science Degree in microbiology/food microbiology, or related discipline;
- Diploma in Management Studies/Public Administration/Supervisory Management;
- Three (3) years' experience in a microbiology laboratory environment;
- Training in HACCP would be an asset.

OR

- Bachelor of Science Degree in the natural sciences, specializing in microbiology;
- Diploma in Management Studies/Public Administration/Supervisory Management;
- Seven (7) years' experience in a microbiology laboratory environment;
- Training in HACCP would be an asset.

Special Conditions Associated with the Job

- Will work with potentially hazardous chemicals;
- Will be required to spend time in the field;
- May be required to work long hours and on weekends;
- Required to travel throughout Jamaica;
- May be required to travel overseas.

2. Food Storage Inspector (SOG/ST 5)

Job Purpose

Under the direct supervision of the Senior Food Storage Inspector (SOG/ST 6), the Food Storage Inspector (SOG/ST 5) is responsible to carry out Government surveillance and regulatory programme of inspection and disinfestations of entities and to ensure food/feed is free of contamination and reduce losses due to deterioration. Also monitors the pest control Industry to ensure the safe and effective use of pesticides in food establishment.

Key Responsibilities

- Supervises Technical Assistants and drivers;
- Collaborates with the Senior Food Storage Inspector in implementing strategies for surveillance and regulatory programme of inspection and disinfestations food establishments to ensure food/feed is free of contamination;
- Writes Inspection Reports;
- Conducts record keeping;
- Performs disinfestation activities.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good customer relations skills
- Good problem-solving skills
- Good use of initiative
- Ability to work in teams
- Good leadership skills
- Good analytical thinking
- Good planning and organizing skills
- Proficiency in Computer applications
- Excellent knowledge of ISO/IEC 17020 Standard
- Good Knowledge of Codex Standard
- Sound Knowledge of the FSPID Act and Regulation
- Technical skills
- Use of Technology
- Sound Knowledge of Government Policies and Procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Natural Sciences/Agriculture/Public Health;
- Training in local and international food safety standards;
- Three (3) years working experience in related science areas.

Special Conditions Associated with the Job

- Required to travel extensively;
- Required to work early mornings, late evenings, weekends and public holidays;
- Must possess a reliable motor vehicle and a valid Driver's licence;
- Exposure to hazardous chemicals.

Applications accompanied by résumés should be submitted **no later than Wednesday, 6th April, 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**