



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 101** **OSC Ref. C. 6555<sup>12</sup>**

15<sup>th</sup> 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 **vacant** post of **Technical Authorization Officer (GMG/SEG 2)** in the **Hazardous Substance Regulatory Authority, Ministry of Industry, Investment and Commerce**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the direct supervision of the Director Authorization and Training, the Technical Authorization Officer is responsible for processing authorization requests, delivers training, maintains, and updates records of all training activities and carries out such other related functions in accordance with the Nuclear Safety and Radiation Protection Act, applicable Regulations and terms and conditions of authorizations.

#### **Key Responsibilities**

- Assists with the preparation of the Strategic Business Plan and the Operational Plans;
- Prepares reports on the performance of the Authorization Unit and training conducted;
- Represents the Unit/Entity at meetings etc.;
- Provides technical advice relating to the activities of the Unit;
- Processes applications for authorizations or exemptions;
- Recommends to the Director Authorization and Training the issuing, renewing, amending, suspension or revocation of authorizations and conditions for practices, activities and facilities involving Ionizing Radiation and Nuclear Technology;
- Assesses whether an applicant is a fit and proper person within the meaning of the Nuclear Safety and Radiation and Protection Act;
- Establishes the necessary reporting, record keeping and requirements under the Safeguards Agreement, and any protocols thereto, between Jamaica and the IAEA;
- Assesses applicants for the appropriate knowledge of the principles and practices of radiation to carry on the activities proposed;
- Ascertains and recommends to the Senior Director the imposition of such conditions on the authorization requiring the authorization holder to lodge with the Authority, a financial assurance in the form of a bond in accordance with the provisions of the Nuclear Safety and Radiation Protection Act;
- Establishes and maintains a system for authorization of radioactive waste and spent fuel activities and practices;
- Recommends to the Director, such obligations, including insurance obligations of persons authorized to conduct activities or practices;
- Recommends to the Director matters for investigation relating to Authorization holders, premises, facilities, activities, sources and other related matters;
- Collaborates with the Registrar in respect of the updating of the Register of Authorizations and any other related registers;
- Collaborates with the Inspection Unit in respect of the processing of applications for authorizations and training for external clients;
- Collaborates with other Agencies or stakeholders relevant to the processing of a specific Authorization request and training opportunities;
- Establishes and manages of Database for the effective processing of applications relating to authorization and training.

#### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Excellent interpersonal skills
- Excellent team and co-operation skills
- Good punctuality

- Integrity
- Good discipline (including good anger management)
- Good time management skills
- Managing the client interface
- Excellent knowledge of quality management systems
- Sound knowledge of Nuclear Safety and Radiation protection Act
- Sound knowledge of metrology
- Sound knowledge of radiation protection
- Sound knowledge of quality management systems
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Sound knowledge of inspection/auditing principles and techniques
- Computer Literacy
- Ability to analyze problems and generate solutions

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

- Bachelor of Science Degree in Natural Sciences discipline or an equivalent minimum required experience;
- Post-graduate education in Radiation Protection and the Safety and Security of Radiation Sources;
- At least two (2) years' experience working in scientific laboratory or an industrial high-risk facility (preferably in an ISO 9001 or ISO 17025 certified entity);
- Five (5) years' experience in auditing and/or inspections;
- At least two (2) years' experience working in a management/supervisory position.

Applications accompanied by résumés should be submitted **no later than Monday, 28<sup>th</sup> March, 2022 to:**

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

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