



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 141**  
**OSC Ref. C. 6555<sup>13</sup>**

**7<sup>th</sup> April, 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 **Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce**:

1. **Senior Food Storage Inspector (SOG/ST 6), (Montego Bay)** salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
2. **Food Storage Inspector (SOG/ST 5), (Kingston)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.

### **1. Senior Food Storage Inspector (SOG/ST 6)**

#### **Job Purpose**

Under the direction of the Chief Food Storage Inspector (SOG/ST 7), the Senior Food Storage Inspector (SOG/ST 6) is responsible for the planning, organizing and execution of programmes relating to food safety, and the supervision of Food Storage Inspectors who carry out the Government's programme for inspection, sampling, disinfestation and import/export monitoring.

#### **Key Responsibilities**

##### **Management/Administrative:**

- Collaborates with the Chief Food Storage Inspector in implementing strategies for Surveillance and Regulatory Programme of inspection and disinfestation of Food establishments to ensure food/feed is free of contamination;
- Ensures timely preparation and submission of reports (monthly, quarterly and annually);
- Represents the Division at meetings;
- Assist in planning, organizing and directing the work of the Unit including the creation of the Units Operational Plan/Work Plan, Budgets;
- Ensures that the direct reports have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relationship with external and internal stakeholders and clients.

##### **Technical/Professional:**

- Prepares Inspection, Sampling and Disinfestation Reports;
- Analyzes reports prepared by staff;
- Assists in the planning of Weekly Work Programmes for the Inspectorate Unit;
- Responds to enquiries from stakeholders and other professionals;
- Conducts evaluations in collaboration with the Chief Food Storage Inspector;
- Manages Records;
- Conducts regulatory inspections/surveillance of Food Industry;
- Monitors Pest Control Industry;
- Carries out Disinfestation Activities;
- 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 attaining established personal and or organizational goals;

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource Policies and Procedures in the absence of the Chief Food Storage Inspector;
- 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;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

**Other:**

- Performs any other related duties which may be assigned from time to time;
- Performs duties of a Food Storage Inspector from time to time as necessary in the absence of the Food Storage Inspector.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of ISO/IEC 17020 Standard
- Good knowledge of CODEX Standards
- Sound knowledge of the FSPID Acts & Regulations
- Technical Skills
- Use of Technology
- Sound knowledge of Government Policies and Procedures
- Good leadership skills
- Good interpersonal skills
- Good oral and written communication skills
- Good Customer relations
- Sound organizational awareness
- Excellent teamwork skills
- Sound official conduct
- Integrity/ethics must be good
- Excellent compliance to organizational policies
- Good planning and organizing skills
- Good problem solving and decision making skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Natural Science /Agriculture/Public Health
- Certification in Management Studies or Supervisory Management
- Training in local and International Food Safety Standards
- Proficient in Computer applications
- Five - seven (5-7) years working experience

**Special Conditions Associated with the Job**

- Required to travel extensively
- Required to work early mornings, late evenings, weekend and Public Holidays
- Valid Drivers License
- Own Motor vehicle
- Exposure to hazardous chemicals

**2. Food Storage Inspector (SOG/ST 5)**

**Job Purpose**

Under the direct supervision of the Senior Food Storage Inspector (SOG/ST6), the Food Storage Inspector (SOG/ST5) 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**

**Management/Administrative:**

- 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.

**Technical/Professional:**

- Writes Inspection Reports
- Manages records/Records Keeping
- Performs disinfestation activities

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of ISO/IEC 17020 Standard
- Good Knowledge of Codex Standard
- Sound Knowledge of the FSPID Act& Regulation
- Use of Technology
- Sound Knowledge of Government Policies and Procedures
- 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 organizational skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Natural Sciences/Agriculture/Public Health
- Training in Local and International Food Safety Standards
- Proficient in Computer applications
- 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
- Valid Driver's License
- Own motor vehicle
- Exposure to hazardous chemicals

Applications accompanied by résumés should be submitted **no later than Thursday, 21<sup>st</sup> April, 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**