



Office of the Services Commissions

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CIRCULAR No. 272 **OSC Ref. C.6555¹³**

30th June, 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 Senior Food Storage Scientist (SOG/ST 7) – Food Storage and Prevention of Infestation Division (Food Storage Branch), Microbiology Unit**, in the **Ministry of Industry, Investment and Commerce**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.

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, 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 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.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th July, 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**