



## Office of the Services Commissions

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### **CIRCULAR No. 502** **OSC Ref. C. 4860<sup>10</sup>**

**17<sup>th</sup> November, 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 Labour and Social Security**:

1. **Industrial Safety Inspector (SOG/ST 6) - (2 posts)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
2. **Professional Social Worker (SWG/PS 2)**, salary range \$1,192,894 - \$1,417, 977 per annum and any allowance(s) attached to the post.

#### **1. Industrial Safety Inspector (SOG/ST 6)**

##### **Job Purpose**

Under the supervision of the Senior Industrial Safety Inspector conducts Compliance Inspection and Audits of factories, construction projects and civil works, docks and loading or unloading of cargo vessels island-wide to ensure compliance with the Factories Act and its attendant Regulations, national OSH compliance programmes and policies. The incumbent is responsible to conduct investigations into occurrences of occupational accidents, injuries and illnesses as assigned.

##### **Key Responsibilities**

- Conducts monthly compliance inspections of factories, construction projects, civil works, docks and cargo vessels in accordance with the Factories Act, Factories Regulations, Building Operations and Works of Engineering Construction (Safety, Health and Welfare) Regulations and the Docks (Safety, Health and Welfare) Regulations;
- Identifies and assesses hazards (chemical, physical, radiological, biological etc.) in industrial settings making recommendations for improvement to minimize hazard potential;
- Conducts monthly investigations into reported occupational accidents, dangerous occurrences, injuries and illnesses to determine the contributory factors and root causes;
- Conducts workplace OSH Audits;
- Conducts special investigations/inspections into complaints of Occupational Safety and Health issues;
- Performs special inspections to assist in the granting of permits/licences for external Agencies such as the Cannabis Licensing Authority and National Works Agency;
- Evaluates OSH Compliance Profile of industrial establishments inspected or audited;
- Recommends the imposition of stop orders or pursuit of legal action for acute or chronic non-compliance;
- Reports suspected cases of Child Labour and Human Trafficking observed during inspections or audits;
- Prepares and submits monthly and accomplishment reports;
- Collates and assist in the data collection on industrial accidents and inspections for legal proceedings, ensuring that all data is organized and accurate;
- Provides OSH Technical Advice to workplaces in the development, implementation, improvement and evaluation of OSH Management Systems and Standards;
- Prepares draft letters and reports of Compliance Inspections, Audits and accident investigations;
- Reviews and initials/signs typed letters for dispatch;
- Participates in meetings/workshops/seminars as directed;
- Attends Parish Court in prosecution cases as expert witness when required;
- Assists with the evaluation and approval of factory building drawings/blueprints;
- Attends Parish Municipal Corporations Building and Planning Committee Meetings to provide technical advice to deliberations for the refusal or approval of Building Application Permits;
- Assists and participates in internal and external OSH Projects;
- Provides input into the development of databases, end user computing or other IT tools to streamline the efficiency of the Department;
- Prepares and submits monthly Travel Itineraries for approval.

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

- Good oral and written communication skills
- Customer Service and quality focus
- Integrity
- Good interpersonal skills
- Methodical
- Teamwork and co-operation
- Good use of Technology
- Compliance
- Adaptability
- Technical skills
- Knowledge of the Factories Act, Factories Regulations, Building Operations and Works of Engineering Construction (Safety, Health and Welfare) Regulations and the Docks (Safety, Health and Welfare) Regulations
- Knowledge of the OSH Bill
- Knowledge of the Voluntary Compliance Program
- Knowledge of the National Workplace Policy on HIV and AIDS

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

- First Degree in Occupational Safety and Health/Engineering/Pure and Applied Science;
- Two (2) years working experience in related field.

### **Special Conditions Associated with the Job**

- Respond to emergencies and reports of occurrences of serious/fatal accidents day or night and on weekends;
- Hazardous Environments (Physical, Biological and Chemical agents);
- Extensive local travelling;
- Long working hours;
- Psychosocial Stress.

## **2. Professional Social Worker (SWG/PS 2)**

### **Job Purpose**

Under the direction of the Director conducts investigations into the circumstances of vulnerable/disadvantaged individuals/families and makes recommendation for them to obtain support/welfare assistance through the Family Services Unit or the Public Assistance Department of the Ministry.

### **Key Responsibilities**

- Carries out investigations into the circumstances of families of overseas workers who have been identified as needing support;
- Makes recommendations regarding the provision of support welfare benefits for these families;
- Manages cases for at least 300 families of overseas workers who are in need of the Ministry's support and assistance;
- Maintains Electronic Case Files on such families through regular monitoring and assessment activities;
- Provides information to assist in obtaining support from overseas workers for their families whether through the Courts or otherwise;
- Maintains dialogue with the Director and Administrators of the Family Services Unit regarding the cases of families being managed;
- Ensures that outstanding cases are brought to the urgent attention of the Director;
- Conducts investigations in order to facilitate the provision of welfare benefits/gratuity and other payments for former workers/families of overseas workers who are in need;
- Interviews/investigates applicants for other benefits which can be obtained through the Ministry's Public Assistance Department;
- Assesses the circumstances and damage to dwellings of victims of natural disasters and submits assessments for them to receive benefits;
- Identifies and refers potential beneficiaries to the Steps-to-Work and the Special Youth Employment and Training Project, PATH and other Public Assistance Programmes of the Ministry;
- Assists with distribution of relief supplies to victims of natural disasters;
- Oversees and provides guidance to the Social Services Administrators attached to the respective Regional Offices in the performance of their duties;

- Monitors the activities of the Social Work Administrators in the respective Regional Offices to ensure that these are in keeping with their assignments.

***Technical/Professional:***

- Supports the implementation of the Ministry's training programme in keeping with the Human Resource policies and objectives;
- Assists in conducting training needs analysis to identify the needs of the Organization for continued staff development island wide;
- Assists with Training Impact Assessment to evaluate the effectiveness of training programmes island wide;
- Provides administrative support for Orientation and Induction Sessions for new and transferred staff;
- Assists in arranging and co-ordinating training sessions island wide;
- Assists in facilitating Human Resource Development and other related Sensitization Sessions with staff members island wide;
- Assists in facilitating training and development interventions with lower-level staff island wide;
- Processes and submits Study Leave and Scholarship Applications to the relevant authorities for approval;
- Facilitates in-house and external information seminars for personal and professional development of staff.

**Required Knowledge, Skills and Competencies**

- Excellent interpersonal skills
- Excellent oral and written communications skills
- Proficiency in the use of the relevant Computer software
- Ability to communicate with persons at all levels
- Must be highly confidential
- Must be a team player

**Minimum Required Qualification and Experience**

- First Degree in Social Work
- Three years related work experience.

**Special Conditions Associated with the Job**

- Working in volatile areas;
- Long working hours, work on Public Holidays;
- Working in immediate post-disaster environment;
- Extensive local travelling required.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30<sup>th</sup> November, 2022 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

**Email: [resume@mlss.gov.jm](mailto:resume@mlss.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**