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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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6th January, 2023

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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce**:

1. **Director General (GMG/CTD 1) (Vacant) – Hazardous Substances Regulatory Authority**, salary range \$8,948,789 - \$12,035,126 per annum and any allowance(s) attached to the post.
2. **Director, Research and Quality Assurance (GMG/SEG 2) – (Vacant)**, salary range \$3,332,803 - \$4,482,249 per annum and any allowance(s) attached to the post.
3. **Commerce Policy Analyst (GMG/SEG 2) – (Vacant)**, salary range \$3,332,803 - \$4,482,249 per annum and any allowance(s) attached to the post.
4. **Project Co-ordinator (GMG/SEG 1) – (Vacant)**, salary range \$2,735,387 – 3,678,791 per annum and any allowance(s) attached to the post.

1. Director General (GMG/CTD 1)

Job Purpose

Under the supervision of the Board of Directors the Director General is responsible for: the regulation of activities, practices, apparatuses and facilities involving ionizing radiation and nuclear technology, and for directing the technical activities of the operations of the Hazardous Substances Regulatory Authority (HSRA).

The incumbent is also responsible to make recommendations to the Board concerning safety standards, regulatory practices and other related matters.

Key Responsibilities

Management/Administrative:

- Reviews, analyses and evaluates plans and programmes for the Agency;
- Formulates recommendations, proposals or guidelines together with explanatory background papers detailing the implications of proposals and the consequences of proposed action in terms of cost and effect;
- Examines reports submitted by Officers, deciding upon courses of action to be taken and gives directions for implementation;
- Promotes the strategic environment for the Hazardous Substances Regulation by ensuring that Government's Strategic Objectives are achieved;
- Provides technical advice to all stakeholders;
- Co-ordinates and monitors the work of the Agency;
- Reviews and approves the setting of objectives and goals and ensures the achievement of targets;
- Develops and reviews the Annual Budgets, Strategic, Corporate and Operational Plans;
- Liaises with other Agencies, Ministry Officials, representatives of the Private Sector, tertiary institutions, non-government organizations, regional and international Agencies to achieve objectives;
- Oversees the developmental strategies and approaches for sustainable Hazardous Regulation Management;
- Reviews and approves new methodologies and models for the management of hazardous material with due regard to mitigation of environmental degradation, environmental protection and conservation as well as Disaster Preparedness;
- Represents the Division at meetings, seminars, workshops, conferences and other fora;
- Facilitates full stakeholder participation in the development of the Agency's Plan;
- Establishes performance standards and agrees on targets/benchmarks;
- Analyzes the impact of policies and related programmes of the Agency on the Nation;

- Develops and analyzes the economic/social and financial impacts of proposed projects and policies on the Agency's Budget and the nation;
- Advises the Minister on the development of national policies and measures for the regulatory control of activities, practices and facilities governed by this Act.

Technical/Professional:

- Provides oversight for public awareness of the law and procedures relating to nuclear safety and ionizing radiation;
- Collaborates with the MICAF in reviewing and approving the Budget of the Authority to ensure sufficiency of funds to finance planned activities and monitors the implementation of the strategic objectives to ensure reasonable expenditure in meeting the requirements of the Authority;
- Reviews Work Plans and monitors the implementation in relation to the staff of the HSRA;
- Establishes criteria for assessing the performance of the HSRA;
- Supervises staff to ensure compliance with relevant laws, regulations and policies;
- Manages and verifies functions relating to the notification, licensing or registration of radiation facilities and radiation activities or exemption from authorization, as required by the Nuclear Safety and Radiation Protection Act;
- Manages the inspections of facilities and the surrounding environment;
- Provides oversight and participates audits and reviews of the Nuclear Safety and Radiation Protection Act;
- Develops and implements appropriate emergency responses to all ionizing radiation hazards, radiation accidents and radiation incidents which may adversely affect Jamaica;
- Issues decisions and directions as required under the Nuclear Safety and Radiation Protection Act;
- Establishes standards for the protection of individuals, society and the environment from potential adverse effects of Ionizing Radiation and Nuclear Technology;
- Specifies the obligations, including insurance for persons authorized to conduct activities or practices;
- Confirms the competence of personnel responsible for the safe operation of a facility or activity or practice;
- Introduces cost recovery measures for services provided by or on behalf of the Authority;
- Develops and implements compensation policy for damage, loss and injuries caused by ionizing radiation;
- Obtains the advice or views of experts as necessary for the performance of the functions of the HSRA, through the hiring of consultants, the contracting of specific project managers, or the establishment of permanent or ad hoc advisory bodies;
- Prescribes the exposures of persons to ionizing radiation in accordance with the Nuclear Safety and Radiation Protection Act;
- Participates in the definition of Design Basis Threat (DBT) for the implementation of security provisions and whether or not to approve it;
- Liaises with national and international regarding best practices in establishing and maintaining a plan for preparedness for and response to emergencies involving radioactive material or nuclear material in accordance with the international emergency response plan;
- Conducts research on radiation safety and security;
- Enforces measures in the event of threatened or actual non-compliance with Nuclear Safety and Radiation Protection Act, applicable regulations or the terms and conditions of authorizations.

Human Resource:

- Participates in the recruitment of staff;
- Ensures that all members of staff are aware of and adhere to the HR policies, procedures and regulations of the Authority;
- Approves Vacation Leave for staff in keeping with established Human Resource policies;
- Recommends appointments, training, incentive arrangements and disciplinary action for staff supervised in keeping with established Human Resource policies;
- Collaborates with the Permanent Secretary on succession positioning for the Authority;
- Leads the development and promotion of effective Human Resource practices throughout the Authority;
- Manages the implementation of training and development programmes for staff.

Required Knowledge, Skills and Competencies

- Excellent presentation, oral and written communication skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent interpersonal skills

- Excellent teamwork and co-operation skills
- Ability to provide leadership, counsel, motivation and constructive performance reviews to staff at all levels.-
- Customer and Quality focus
- Managing the Client Interface
- Managing External Relationships
- Conflict management and dispute resolution skills
- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of metrology
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Excellent knowledge of quality management systems
- Computer proficient
- Goals/results oriented

Minimum Required Qualification and Experience

- Ph.D./Masters in Natural Sciences or Radiation Physics/Biophysics or equivalent with;
- Five (5) years' experience dealing in matters relating to Radiation Protection and the Safety and Security of Radiation Sources.

OR

- Five (5) years' experience working in a scientific laboratory or and industrial high-risk facility or any other related experience;
- Five (5) years' experience working in a Management/Supervisory position.

2. Director, Research and Quality Assurance GMG/SEG 2)

Job Purpose

Under the direct supervision of the Director General, the Director, Research and Quality Assurance is responsible for maintaining the Authority's Management System in accordance with relevant international standard(s). The incumbent is also responsible for performing scientific research and publishing them, as well as communicating standards for accreditation/certification of facilities to the public.

Key Responsibilities

Management/Administrative:

- Prepares Monthly Reports on performance of the Research and Quality Assurance Unit;
- Assists with the development and implementation of the strategic objectives;
- Collaborates with all Directors in preparing the Operational Plans for the Units;
- Advises the Senior Director on the development of measures for the regulatory control of activities, practices, premises and facilities governed by the Nuclear Safety and Radiation Protection Act and attendant regulations;
- Recommends to Director General, cost recovery measures, whether by way of fees or otherwise, for services provided by or on behalf of the Authority;
- Represents the Authority at meetings, seminars, and conferences;
- Monitors the achievement of KPIs for the Authority;
- Reviews the setting of organizational objectives and goals to ensure alignment with the Quality Management System;
- Assists in the development and reviewing of the Annual Budgets/Reports, Strategic and Operational Plans;
- Provides technical advice to all stakeholders.

Technical/Professional:

- Establishes, maintains and enforces internationally sound quality system;
- Establishes system through which scientific research, or any other relevant type of research, can be requested from any area within the HSRA;
- Establishes and maintains a system that is capable of exhibiting all research requested, all research reports and the dates for completion of reports research requests;
- Ensures that all Areas/Units within the HSRA are aware of all internal and international requirements, or guidelines, that relevant to the operations of the respective Units/Areas;
- Makes Quality and Research-based Recommendations to the Director General, where applicable, and such other recommendations as may be required;
- Leads Quality Management System Auditing for all Divisions/Units within the HSRA;
- Monitors the storage and filing of all information for audits conducted;

- Ensures that all officially recorded non-conformances are based on a clearly stated documented requirement;
- Recommends to the respective Unit Directors any corrective actions to be taken by the Units/Areas;
- Publishes findings of research internally and externally (where applicable);
- Escalates all radiation incidents to the Director General;
- Assists with the identification of conditions that could result in potential threat to life, property and the environment;
- Assists with controlling export and import of hazardous material;
- Maintains required measurement control programmes to safeguard all.

Human Resource:

- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to staff in the area of quality management through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures that training needs for development of staff in the area of quality management are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Quality Management Systems
- Excellent Project Management skills
- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Sound knowledge of inspection/auditing principles and techniques
- Sound knowledge of metrology
- Sound knowledge of radiation protection
- Computer Proficiency
- Ability to analyze problems and generate solutions
- Excellent oral and written communication skills
- Excellent Time Management skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Excellent teamwork and co-operation
- Excellent leadership skills
- Managing partners
- Integrity
- Goal/Results oriented
- Customer and Quality Focus

Minimum Required Qualification and Experience

- B.Sc. in Natural Sciences discipline or an equivalent minimum required experience.
- Post-graduate education in Radiation Protection and the Safety and Security of Radiation Sources;
- Two 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;
- Two (2) years' experience working in a management/supervisory position.

3. Commerce Policy Analyst (GMG/SEG 2)

Job Purpose

Under the supervision of the Director Commerce, (GMG/SEG 4), the Commerce Policy Analyst is required to conduct research, design recommend and implement policies, strategies, initiatives and programmes to facilitate Commerce. Additionally, the incumbent is responsible for providing technical support and research-based recommendations to mitigate gaps in the existing policies.

The Commerce Policy Analyst is also required to write Cabinet Submissions, Cabinet Notes, Briefs and Reports on current emerging and interrelated matters impacting Commerce in the Jamaican and global environment.

Key Responsibilities

Management/Administrative:

- Identifies resources needed to meet the policy objectives;
- Prepares reports, speeches and briefs;
- Participates in the Division's Policy, Visioning, Development and Performance Review Sessions, Corporate and Operational Plans and Budgets;
- Reviews Corporate and Operational Plans to ensure alignment with MIIC and GOJ objectives and the priorities of economic development;
- Evaluates the feasibility of proposed and existing policies, initiates, research and analyses Commerce issues;
- Represents the Ministry at meetings, conferences, workshops and other fora;
- Liaises with various Divisions/Departments of this Ministry and other Ministries/Agencies/Private Sector in developing policies, plans and projects for the Commerce Sector;
- Prepares draft Annual Work Plan of duties to be considered for consideration;
- Responds to requests for information from the Ministry, other Ministries, Agencies and the general public;
- Supplies information to other Ministries, Agencies and stakeholders with regards to Commerce issues;
- Plans meetings and workshops.

Technical/Professional:

- Monitors trends and new developments in the global environment to ascertain need for changes in policies or formulation of new ones;
- Determines the need for further policy research and analysis and makes research-based recommendations to mitigate gaps in existing policies;
- Conducts research on emerging issues within the landscape and presents skeletal outline for consideration;
- Conducts studies, surveys, interviews and consultations to inform plans and policies for the Sector;
- Develops policy instruments to effectively address Commerce issues, develops performance indicators and programmes evaluation criteria and methods to track policy impact;
- Plans and arranges consultations, meetings and workshops as required;
- Liaises with Senior Legal Officer concerning amendments to existing legislation as necessitated by policy changes;
- Conducts and writes speeches and papers for local and International Agencies;
- Monitors and prepares reports on Commerce issues and the current status of related programmes and projects;
- Examines and refines information, analyses and reports on the effects of Global markets trends on Commerce in the domestic economy and the potential impact on entrepreneurship;
- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the co-ordination of data collection, compilation, examination, analyses and dissemination for businesses;
- Analyzes the data collected and provides accurate and timely information in a clear and concise manner as required;
- Prepares Statistical and Analytical Reports based on data analyses;
- Maintains liaison with stakeholders on policy matters;
- Prepares briefing documents for Jamaica's representatives' participation in local, regional and international meetings as required;
- Collaborates with internal and external stakeholders to conduct research process as required for preparation of technical reports and briefs;
- Responds to information request from internal and external publics;
- Ensures systems are maintained for the monitoring of issues and for providing data and technical advice on issues of relevance to the Portfolio;
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and/or effectiveness;
- Performs any other duties that may be assigned from time to time. For example organizing and managing special projects or assignments as directed;
- Undertakes any other related duties that reasonably fall within the remit of the post.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good Research Skills
- Teamwork and co-operation

- Good working knowledge of research methodologies
- Good interpersonal skills
- Possesses good fore-sighting skills to determine opportunities and possible areas of intervention for Government.
- Good problem-solving and decision-making skills
- Good analytical and critical thinking skills
- Managing Partners
- Excellent report writing skills
- Managing the Client Interface
- Proficient in the use of relevant computer applications
- Excellent planning and organizing skills
- Knowledge of the operations of government/Ministry's policies and procedures
- Goal results oriented
- Integrity

Minimum Required Qualification and Experience

- First Degree in Management Studies, Public Sector Management/Administration or equivalent related discipline;;
- Training in Policy Analysis and Management;
- Training in Project management;
- Two (2) years' experience in a policy related position in the Public Service.

4. Project Co-ordinator (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Projects and Evaluation, the Project Co-ordinator is responsible for planning, monitoring and evaluating the implementation of programmes and projects within the Ministry and its Agencies, which will enable the Ministry to achieve its strategic objectives.

Key Responsibilities

Management/Administrative:

- Participates in the various planning functions (Strategic, Corporate and Operational Plans) ensuring the alignment of these plans and their consistency with the Government strategic objectives;
- Develops Operational, Work Plans and Budgets for the Unit;
- Monitors the implementation of the plans and programs for the Branch to ensure that work is carried out as planned and within Budget;
- Participates in the Ministry's Strategic Planning Process;
- Plans, organizes and manages work assigned, develops work schedules, programmes, work activities and recommends improved methods and changes as required;
- Ensures compliance with laws, regulations, policies and procedures governing activities and the operations of the MIIC;
- Undertakes necessary assessments and plans and organizes Training Sessions and Developmental Workshops on Branch functions and activities;
- Prepares and presents relevant papers and studies at conferences/seminars/workshops;
- Ensures that the work of the Branch is carried out according to plan and that agreed targets are achieved;
- Represents the MIIC at meetings, negotiations, conferences and other fora and makes the necessary speeches and presentations as required.

Technical/Professional:

- Develops Annual Programme of work for Unit for approval by Senior Director;
- Submits Monthly Reports of progress of Work Plan;
- Develops Operating Budget for Unit;
- Designs technical programmes and relevant budgets;
- Makes recommendations to the Senior Director in respect of budgetary support projects that are being developed;
- Develops guidelines and standards for negotiating contracts for engagement of consultants to assist with project development;
- Participates in project design meetings and propose improvements if necessary;
- Evaluates potential problems and technical hitches and develops solutions;
- Plans and manages team goals, project schedules and new information;
- Supervises current projects and co-ordinate all team members to keep workflow on track;

- Manages project-related paperwork by ensuring all necessary materials are current, properly filed and stored;
- Directs project correspondences by preparing and reviewing project proposals, memos, Meeting Minutes and emails;
- Communicates with clients to identify and define project requirements, scope and objectives;
- Monitors and evaluates the progress of projects that are being implemented;
- Maintains effective recording and Management Information System to provide timely information for project evaluation;
- Prepares Annual Budgets and Corporate Plans for the Unit;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Well-developed analytical skills
- Sound decision making skills
- Strong leadership attributes
- Strong customer relations skills
- Excellent interpersonal skills
- Effective team player
- Strong grasp of managerial and financial accounting principles
- Proficiency in Word Processing, Spread Sheet applications, Power Point and Database management
- Sound knowledge in the effective use of the internet and the World Wide Web
- Excellent knowledge of the Ministry's policies and procedures
- General knowledge of the operations of Government rules, regulations and procedures

Minimum Required Qualification and Experience

- Bachelor's degree in Management, Public Administration, Economics or any related Social Science Degree;
- Three (3) years related experience;
- Training in Project Management would be an asset.

Applications accompanied by Résumés should be submitted **no later than Thursday, 19th January, 2023 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**