



## Office of the Services Commissions

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### **CIRCULAR No. 311** **OSC Ref. C. 6555<sup>15</sup>**

12<sup>th</sup> July, 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 the **vacant** post of **Food Storage Inspector (SOG/ST 5) (2 posts)**, in the **Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$3,094,839 - \$4,162,214 per annum.

#### **Job Purpose**

Under the direct supervision of the Senior Food Storage Inspector (SOG/ST6), the Food Storage Inspector (SOG/ST 5) 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 monitor 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;
- Writes Record Keeping;
- Performs Disinfestation Activities.

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

##### ***Core:***

- 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 organizing skills

##### ***Technical/Functional:***

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

#### **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;
- Must possess a valid Driver's License and own motor vehicle;
- Exposure to hazardous chemicals.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25<sup>th</sup> July, 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](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**