



CIRCULAR No. 461
OSC Ref. C. 4858⁴⁶

1st November, 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 following **vacant** posts in the **Mines and Geology Division, Ministry of Agriculture, Fisheries and Mining**:

1. **Senior Inspector (SOG/ST 7)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Geological Assistant 2 (SOG/ST 2)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. **Senior Inspector (SOG/ST 7)**

Job Purpose

Under the general supervision of the Chief Inspector of Mines (SOG/ST 8), the Senior Inspector (SOG/ST 7), is responsible for the island-wide inspection of mines and quarries to ensure compliance with the Mining Act, the Mining, Safety and Health Regulations, and the Quarries Control Act.

Key Responsibilities

Management/Administrative:

- Supervises Inspectors;
- Participates in the organization's planning process and ensures the work of the Unit is carried out according to plan and agreed targets are achieved;
- Represents the organization at meetings, conferences and other functions as directed.

Technical/Professional:

- Supervises the performance of Safety Inspections and Housekeeping Inspections of all bauxite and non-bauxite mining, alumina processing and major quarry facilities, in accordance to the Mining Safety and Health Regulations of 1977 and oversees the preparation of the report;
- Oversees the investigation of all reported fatalities and lost time accidents occurring at all bauxite and non-bauxite mining, alumina processing and quarry facilities and oversees the preparation of the report;
- Hosts enquiries into all reported fatalities occurring at all bauxite and non-bauxite mining, alumina processing and quarry facilities and oversees the preparation of the report;
- Receives reports of accidents occurring at all bauxite and non-bauxite mining, alumina processing and quarry facilities and oversees the maintenance a database of records of these reports;
- Co-ordinates the preparation of an annual report which analyses all accidents and safety standards at all bauxite and non-bauxite mining, alumina processing and quarry facilities for the previous year;
- Assists in hosting an annual function seeking to award outstanding safety performances during the previous year to bauxite and non-bauxite mining, alumina processing and quarry facilities;
- Conduct Rehabilitation Inspections.

Human Resource:

- Manages the welfare and development of supervisees through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to supervisees through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;

- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and the Ministry;
- Approves leave based on established guidelines and recommends appointments and disciplinary action;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Compliance
- Good oral and written communication skills
- Excellent ethics and integrity
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Excellent interpersonal skills

Technical:

- Knowledge of Mining/Quarrying Inspection Techniques/ Procedures
- Knowledge of Quarries Control Act, Mining Act, and Mining Regulations
- Knowledge of Occupational Health and Safety Practices in the Quarrying and Mining Industry
- Knowledge of ArcGIS/ GPS
- Knowledge of Rehabilitation Inspection Procedures

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Mining Engineering/Occupational Health and Safety/Earth Sciences or other related scientific field;
- Must possess a valid Driver's License;
- Three (3) years' experience in activities pertaining to Mining, Quarrying and Occupational Health and Safety.

Special Conditions Associated with the Job

- Individual must be able and willing to travel island-wide and work in harsh environments such as exposure to sun and inclement weather, and potentially dangerous animals and plants;
- Individual must be able to work extended hours which may include extended stay/working hours in remote parts of the island;
- Fieldwork is often physically challenging and extends for several hours;
- Fieldwork includes hot, humid, noisy, and/ dusty physical surroundings;
- Fieldwork includes exposure to hazardous chemicals;
- Fieldwork includes exposure to extreme heights;
- Travel into isolated areas;
- Duties may involve work outside of the standard 8:30 a.m. to 5:00 p.m. hours on some occasions.

2. Geological Assistant 2 (SOG/ST 2)

Job Purpose

Under the general supervision of the Director, Economic Minerals, the incumbent is responsible for assisting the Geologists in conducting Industrial Mineral Projects which aim to identify, evaluate, and promote the exploitation of Jamaica's metallic and non-metallic minerals resources in an economically and environmentally sustainable manner.

The incumbent is also responsible for the maintenance of technical equipment and scientific instruments used by the geologist in performing industrial mineral resource evaluations and well as assisting the Geologist in the collection, documentation and preparation of samples, data collection and promotion of Jamaica's industrial minerals.

Key Responsibilities

- Assists the Geologist in conducting mineral evaluations through by:
 - ✓ Preparing basic maps (e.g. topographic and geological) to support field

- surveys
- ✓ Assisting in field navigation and sample site determination
- ✓ Assisting in basic petrographic analysis and interpretations
- ✓ Collecting, recording, packaging, transporting and analysing geological sample
- ✓ Using geological equipment for analysis of mineral deposits
- ✓ Collecting and cataloguing all samples obtained in geological evaluations, including rock, stream sediments, drill cores, etc collected during geological evaluations
- ✓ Preparing and deploying technical equipment (such as seismic refraction equipment for technical surveys, drones for photography and LiDAR)
- ✓ Planning and supervising drilling programmes, sample collection and geo-chemical and geo-physical sampling programmes
- Maintains a complete inventory of geological equipment/instruments;
- Maintains all geological equipment/instruments such as cleaning and basic servicing and makes recommendations for technician servicing, calibration, repairs and replacement;
- Supervises all casual labourers hired while conducting technical surveys for mineral resources;
- Maintains the industrial Mineral Resources Database;
- Performs physical and chemical testing of samples obtained from geological evaluations in the field and laboratory;
- Maintains accurate records for technical documentation such as reports, sample logs including core logs, maps etc.;
- Performs any other related duties that may be occasionally assigned.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good teamwork and co-operation skills
- Good problem-solving and decision-making skills
- Good interpersonal skills
- Compliance

Technical:

- Technical Credibility
- Use of Technology
- Managing the client interface

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level / Equivalent (English Language and Mathematics are mandatory);
- Training/Certification in Basic Geology or similar subjects;
- Training in the use of geological equipment and instruments would be a distinct advantage;
- Two (2) years' experience in scientific field related to sampling and testing;
- Specifically related to geological and environmental activities.

Special Conditions Associated with the Job

- Will be required to travel island-wide and work in harsh environments such as rugged terrain and exposure to sun and inclement weather, and potentially dangerous animals and plants;
- May be required to work extended hours (including weekends) which may include living in remote parts of the island;
- Ability to work in difficult terrains that are characteristic of field work.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th November, 2023 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**