



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 516**

### **OSC Ref. C. 6555<sup>16</sup>**

6<sup>th</sup> December, 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 be assigned to the post of **Assistant Food Storage Scientist (SOG/ST 4) – (Not Vacant)** in the **Food Storage and Prevention of Infection Division, Ministry of Industry, Investment and Commerce**, salary range \$2,478,125 - \$3,332,803 per annum.

### **Job Purpose**

Under the direction of the Food Storage Scientist, the Assistant Food Storage Scientist ensures that food/feed in commerce are not contaminated by rodent: hair, faeces and urine; which can cause food/feed losses, disease spread and condemnation by local and international authorities.

### **Key Responsibilities**

#### ***Administrative:***

- Maintains Unit records;
- Assists in the preparation of laboratory manual;
- Assists in the procurement of laboratory equipment and supplies;
- Performs any other administrative duties of the Unit as directed.

#### ***Technical/Professional:***

- Assists in sample analyses;
- Maintains a laboratory population of rodents;
- Assists in the selection and rearing of wild and laboratory strain rodents;
- Assists in the procurement of wild and laboratory strain rodents;
- Assists in conducting bioassays and fields experiments;
- Assists the FSS in conducting routine inspections;
- Assists the FSS in conducting disinfestation activities in the control rodents;
- Carries out the basic duties of all Assistant Food Storage Scientist in other laboratories;
- Represents the Unit at events as deem necessary..

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

- Ability to work with small animals;
- Good oral and written communication skills;
- Basic computer skills;
- Excellent technical knowledge on the job;
- HACCP competence.

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

- Laboratory Technician Certification from a recognized tertiary institution; OR
- Associate Degree in Natural Sciences from a recognized tertiary intuition; OR
- Diploma in Food technology;  
Two (2) years' working experience in a recognized laboratory;
- Training in food safety systems eg. HACCP.

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

- Sometimes dusty warehouse conditions;
- Musty working conditions;
- Hazards: climbing and crawling;
- Flexibility to travel and work on weekends/public holidays;
- Flexibility in working hours i.e. begin work early, end work late or extended hours in service;
- Working with chemicals.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19<sup>th</sup> December, 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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**