



OFFICE OF THE SERVICES COMMISSIONS
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CIRCULAR No. 109
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29th February, 2024

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 **Senior Inspector (Safety and Environment) (SOG/ST 7)** in the **Mines and Geology Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the general supervision of the Chief Inspector of Mines (SOG/ST 8), the Senior Inspector (Safety and Environment) (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 conduct 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 of 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.

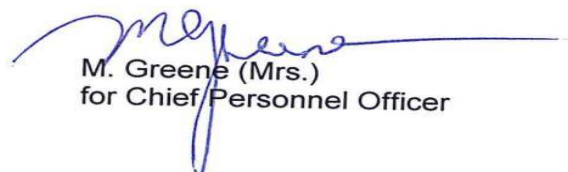
Applications accompanied by résumés should be submitted **no later than Wednesday, 13th March, 2024 to:**

**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.


M. Greene (Mrs.)
for Chief Personnel Officer