



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 206
OSC Ref. C. 6555¹⁷

17th May, 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 be assigned to the post of **Senior Food Storage Scientist (SOG/ST 7) – (Not Vacant)** during the period **July 1, 2024 to August 20, 2024** in the **Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

The incumbent is responsible for designing, implementing and managing the activities necessary to carry out the Government's programme of import monitoring of food/feed for contaminants, due to biological toxins and chemical residues.

Key Responsibilities

Management/Administrative:

- Manages the human resources, chemical and equipment provided through budget and funding Agencies and decides what is needed;
- Suggests to the Chief Food Storage Officer qualifications necessary for subordinate staff for effective performance in this specialized Unit;
- Represents the Division at meetings, conferences and other functions on behalf of the Chief Food Storage Officer;
- Recommends to Chief Food Storage Officer leave for subordinate staff;
- Determines the pieces of analytical equipment, instruments, chemicals and glassware necessary to carry out the laboratory procedures required, and requesting them from Chief Food Storage Officer;
- Prioritizes daily laboratory activities, as well as determines programmes of research activities;
- Convenes meeting, workshops and seminars when deemed necessary to promote awareness and control of mycotoxins and pesticide residues;
- Guides and directs Food Storage Scientist and Assistant Food Storage Scientist in the proper procedures for preparing samples and their analyses;
- Ensures samples are properly registered and results are properly recorded;
- Ensures that the Assistant Food Storage Scientist records and maintains historical and analytical samples;
- Ensures that equipment and accessories are kept clean;
- Supervises laboratory staff.

Technical/Professional:

- Makes decisions on cases which the direct reports may refer to the Senior Food Storage Scientist;
- Designs and produces procedural manual for the laboratory, after discussing broad outline with Chief Food Storage Officer;
- Develops an awareness of modern scientific approaches and standards existing in developed countries to which Jamaica's exports must conform;
- Advises clients on proper control and management of mycotoxins;
- Investigates and develops different pesticide residues and mycotoxins analytical procedures for specific and unusual circumstances in the laboratory;
- Assists in the training of users of pesticides in order to reduce chemical levels on food;
- Issues export certificate, when necessary;
- Carries out programmes developed for sampling of fields of vegetables, testing and informing farmers, supermarkets etc. if levels of residue fall within acceptable ranges;
- Conducts research projects in the fields of mycotoxin and pesticide residues;
- Develops sampling procedures for the inspectors and encourages the use of sampling plans;
- Conducts basic repair and maintenance of analytical equipment;
- Recommends seizure or condemnation of contaminated food/feed;
- Initiates collaborative work with organizations when necessary;

- Makes field visits to advise food/feed producers on matters relating to mycotoxin and pesticide residues, and to collect samples;
- Supervises and carries out surveillance and regulatory functions to prevent the sale of contaminated imported food, and recommends exclusion of the most dangerous pesticides from the country;
- Supervises and carries out pre and post treatment sampling and evaluation of food/feed treated by the Division for levels of residues.

Human Resource Management:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting delegation and communication;
- Provides guidance to staff through 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 Ministry;
- Participates in interviews of persons making application for the Assistant Food Storage Scientist and Food Storage Scientist posts;
- Trains Assistant Food Storage Scientist and Food Storage Scientist to carry out their respective activities;
- Supervises and carries out chemical analyses;
- Ensures safe working conditions for others in the Unit.

Other:

- Performs all other duties of a Senior Food Storage Officer;
- Performs any other work-related duties that may be assigned by the Chief Food Storage Officer.

Required Knowledge, Skills and Competencies

- Good leadership skills;
- Ability to work in a team;
- Good oral and written communication skills;
- Good interpersonal skills;
- Good knowledge of chemistry;
- Good judgement, problem solving and analytical skills.

Minimum Required Qualification and Experience

- Master's Degree in Chemistry or Biochemistry;
- Computer literacy;
- Qualification in Management eg. Diploma in Management Studies or Public Administration;
- Three (3) years' experience.

Special Conditions Associated with the Job

- Instrument of Appointment;
- Is prepared to do field work;
- Is flexible to work overtime and on weekends;
- Works with potentially hazardous chemicals.

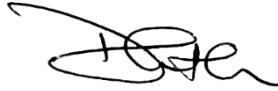
Applications accompanied by résumés should be submitted **no later than Friday, 31st May, 2024 to:**

**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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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