



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 301

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24th July, 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 **Government Chemist (SOG/ST 10)** in the **Executive Branch, Department of Government Chemist**, salary range \$9,401,821 - \$12,644,404 per annum.

Job Purpose

Under the guidance of Government policy and general direction from the Permanent Secretary, Ministry of Health and Wellness, the Government Chemist is charged with the leadership and direction of the Department of Government Chemist to design, develop and implement strategies and programmes geared towards ensuring that the department provides analytical and advisory services to Ministries, Department and Agencies of Government.

Key Responsibilities

Technical/Professional:

- Manages the day-to-day operation of the Department of Government Chemist;
- Provides analytical and advisory services with regards to chemical and physical properties of organic and inorganic compounds, for legal, health care and revenue collection purposes;
- Reviews analytical reports to ensure the accuracy and adequacy of testing;
- Provides technical advice and assistance to Government, Ministries, Department and Agencies, non-governmental organizations and individuals;
- Authorizes/approves Certificates of Analysis (COA) and Reports of Analysis (ROA) for analyzed samples under various acts of Parliament;
- Reviews reports of examination of applications for patents;
- Reviews classification of goods at the request of the Jamaica Customs Agency;
- Gives advice and attends Courts of Law to give expert testimony under the Dangerous Drug Act;
- Develops, monitors and evaluates Strategic and Operational Plans for the Department.
- Provides day-to-day leadership and direction in the development and continual performance improvement of the Department; oversees and manages the Department's activities and operations.
- Acts as chief advisor to the Permanent Secretary and the Minister of Health and Wellness on matters related to analytical chemistry;
- Identifies key issues and priorities regarding analytical chemistry that need to be brought to the attention of the PS and the Minister;
- Develops and oversees effective links with the Ministry, other departments, regional and international organisations to support the development of analytical chemistry in Jamaica;
- Oversees the operations of the Department, ensuring a balanced use of resources between the laboratories and priority areas as determined;
- Represents the ministry/government at local, regional and international conventions workshops and meetings on analytical chemistry issues as agreed with the Permanent Secretary.

Managerial/Management:

- Leads and directs the development and continual performance improvement of the Department;
- Initiates and monitors the accreditation and certification process of the Department.;
- Ensures that all required processes, systems and controls are in place to enable the achievement of the Department's corporate objectives in an efficient and effective manner;
- Monitors and reviews the performance of the laboratories to ensure that agreed performance targets are met;
- Ensures that appropriate communication and knowledge management systems are in place to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures that good quality leadership and management are being provided throughout the

- Department and that all goals and objectives are being met;
- Ensures the timely delivery of the Department's responsibilities to the Ministry's annual corporate planning and budgetary process;
- Ensures that annual plans are consistent with policies and reflect financial targets in collaboration with the Ministry of Health and Wellness;
- Ensures that the budget is prepared and aligned with the strategic direction of the Department and the Ministry's priority focus;
- Manages the department and ensures the efficient use of resources;
- Performs any other related duties that may be assigned by the Minister, the Permanent Secretary or their designated officials.

Required Knowledge, Skills, and Competencies

- Excellent negotiating and problem-solving skills;
- Sound knowledge of Analytic Chemistry techniques and standards;
- Excellent communication (oral and written), interpersonal and human resource management and administration skills;
- Thorough understanding of government processes for policy development and implementation;
- Proven ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited time;
- Comprehensive knowledge of the general operations of the machinery of the government, the role, function and operations of the Department of Government Chemist;
- Excellent knowledge of the Government's overall Analytic Chemistry objectives;
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- Ability to manage limited resources in order to achieve challenging output targets;
- Good knowledge of government's systems and operational policies;
- Excellent leadership, team building and management skills;
- Excellent organizational, planning and analytical and strategic planning skills;
- In-depth, up-to-date knowledge of the government's priorities of the day;
- Excellent judgment, decision making and problem-solving skills;
- Ability to build and use formal and informal networks to get results;
- Excellent presentation, oral and written communication skills;
- Knowledge of international best practices related to Analytic chemistry and general management principles;
- Ability to work under pressure and meet tight deadlines;
- Proven ability to exercise sound judgement;
- Personal and professional integrity;
- Strong customer orientation skills;
- Ability to analyze and interpret information for decision making.

Minimum Required Qualification and Experience

- Post Graduate qualification in Chemistry or closely related field from an accredited University with six (6) years' experience in analytical Chemistry.
- or**
- B.Sc. in Chemistry or closely related field from an accredited University with ten (10) years' experience in analytical Chemistry;
- Management training with exposure to finance, budget preparation, Corporate and Strategic Planning and Human Resource Management.

Special Conditions Associated with the Job

- Willingness to travel locally and internationally;
- Expected to demonstrate a high level of integrity and professionalism;
- Speak publicly on analytic chemistry matters;
- Exposure to sensitive and classified information;
- Expected to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th August, 2024 to:**

Senior Director
Human Resources Management and Development
Ministry of Health and Wellness
10A Chelsea Avenue
Kingston 10

Email: jobs@moh.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 blue ink, appearing to read 'J. Mendez', with a stylized flourish at the end.

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer