



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 281** **OSC Ref. C.6555<sup>17</sup>**

16<sup>th</sup> 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 post of **Inspector (GMG/SEG 2) - (Not Vacant)** during the period of **August 21, 2024 to May 29, 2026** in the **Hazardous Substance Regulatory Authority, Ministry of Industry, Investment and Commerce**, salary range \$4,226,270 - \$5,737,658 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Inspection and Enforcement, the Inspector is responsible for inspecting, monitoring and assessing activities and facilities for the purpose of verifying compliance with the Nuclear Safety and Radiation Protection Act, applicable regulations and terms and conditions of authorizations.

#### **Key Responsibilities**

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

- Assists with the preparation of the Operational Plan for the Inspection and Enforcement Unit;
- Represents the Unit/HSRA at meetings etc.;

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

- Inspects facilities and activities in order to ensure compliance with international obligations, the Nuclear Safety and Radiation Protection Act and the attendant regulations at all stages of the authorization process;
- Inspects facilities and activities in order to ensure compliance with the terms and conditions of authorizations, the Nuclear Safety and Radiation Protection Act, and applicable Regulations and ensures the periodic inspections are undertaken accordingly;
- Makes unannounced inspection to authorized and unauthorized premises and facilities in accordance with the provisions of the Nuclear Safety and Radiation Protection Act;
- Maintains records as may be specified by the Unit Director;
- Records all findings/observations of inspections for submission to the Unit Director;
- Prepares draft Inspection Report;
- Takes appropriate actions in accordance with the Nuclear Safety and Radiation Protection Act in situations where orphan sources are discovered (this will usually include a site visit);
- Executes impromptu/unplanned inspections when called upon to do so regardless of the time of day;
- Examines and tests any ionizing radiation apparatus, instrument or measuring or control equipment found at the facility subject to inspection;
- Uses or installs any equipment or measuring device for sampling, measuring or analyzing any radioactive or nuclear material found at the facility subject to inspection, and measure any quality of radioactive material or nuclear material found at the facility subject to inspection;
- Inspects any apparatus, instrument or measuring or control equipment, enclosure, container or vehicle found on any premises subject to inspection;
- Inspects any site where there is a proposal to dispose of radioactive material, nuclear material or ionizing radiation apparatus, or to build facilities geared towards the use of radioactive material, nuclear material or ionizing radiation apparatus;
- Inspects any site where radioactive material, nuclear material or ionizing radiation apparatus are disposed of, constructed or erected;
- Examines land or vehicle used in the transportation of nuclear material, radioactive material or ionizing radiation apparatus;
- Examines Registers, Authorizations and documents kept or held by authorization holders under the Nuclear Safety and Radiation Protection Act;
- Examines documents relating to ionizing radiation apparatus or equipment used in connection with that apparatus and any instruments, devices or accessories for measuring or detecting radiation material, nuclear material or radioactive material;

- Examines, takes extracts from, or makes copies of, or reproduces any document in accordance with the provisions of the Nuclear Safety and Radiation Protection Act;
- Interviews person(s) on the premises or in the vehicle under inspection, and makes recordings of such interviews;
- Instructs relevant personnel to operate any equipment (including electronic equipment) located at the premises under inspection, where necessary;
- Photographs, videos or records the premises or vehicle under inspection;
- Monitors the operation of any radiation detection or measurement device;
- Opens any container or enclosure found on any premises which the Inspector reasonably believes contains any radioactive material or nuclear material;
- Monitors the labelling of packages containing radioactive material, nuclear material or ionizing radiation apparatus, with a view to ensuring that proper standards are maintained and the contents of the packages accord with the labels of the packages;
- Gives directions to the licensee, owner, occupier or person in charge of any premises, container or vehicle;
- Restricts or prohibits the access of persons and vehicles to or from the premises;
- Applies labels, seals or other identifying and tamper-indicating devices;
- Assesses the suitability of any premises, container, device, aircraft, land vehicle or vessel used for the purposes of this Act;
- Verifies inspections/audits to ensure that corrective actions are taken in situations where such actions are required;
- Ensures that facilities, premises and activities are inspected, monitored and assessed for the purpose of verifying compliance with the Nuclear Safety and Radiation Protection Act, applicable regulations and the terms and conditions of authorizations;
- Ensures that decisive actions are taken against Authorization Holders for non-compliance;
- Breaks into or opens any part of, or anything in or on, any premises or vehicle and inspects any premises, container or vehicle, with the authority of a search warrant issued in accordance with the provisions of the Nuclear Safety and Radiation Protection Act or in circumstances in which the inspector reasonably believes that immediate action is required;
- Exercises the powers of entry, inspection and seizure;
- Takes enforcement measures in the event of threatened or actual non-compliance with the Nuclear Safety and Radiation Protection Act, and the Regulations or the terms and conditions of authorizations;
- Records all enforcement actions;

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

#### ***Core:***

- Excellent oral and written communication skills;
- Excellent time management, planning and organizing skills;
- Excellent interpersonal skills;
- Excellent teamwork and co-operation skills;
- Excellent Integrity;
- Punctuality;
- Managing the external relationships;
- Customer and quality focus;
- Good social skills.

#### ***Functional/Technical:***

- Sound knowledge of the Nuclear Safety and Radiation Protection Act;
- Sound knowledge of ionizing radiation uses in industrial and medical practices;
- Sound knowledge of radiation protection;
- Sound knowledge of metrology;
- Sound knowledge of inspection/auditing principles and techniques;
- Knowledge of quality management systems;
- Computer proficiency;
- Ability to analyze problems and generate solutions.

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

- B.Sc. in Natural Sciences discipline or an equivalent minimum experience;
- Post graduate education in Radiation Protection and the Safety and Security of Radiation Sources;

- Two (2) years' experience working in a scientific laboratory and/or industrial high-risk facility or any other related experience (preferably in an ISO 9001 certified or ISO 17025 accredited entity);
- Two (2) years' experience in Auditing, Inspections and Radiation Protection.

**Special Conditions Associated with the Job**

- Working beyond scheduled work hours;
- Office environment and possibly off-site visits;
- Extensive travelling during and outside of scheduled work hours, where applicable;
- May be required to travel overseas;
- Participation in training (as a trainee or trainer) with possibility of no simultaneous reduction in workload;
- Participation in Scientific Research.

Applications accompanied by résumés should be submitted **no later than Monday, 29<sup>th</sup> July, 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](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**