



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 376 **OSC Ref. C.6555¹⁸**

24th September, 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 following posts in the **Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce:**

1. **Chief Food Storage Inspector (SOG/ST 7) - (Not Vacant)** during the period ***December 16, 2024 to January 20, 2025***, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Assistant Food Storage Scientist (SOG/ST 4) - (Not Vacant)** during the period ***November 18, 2024 to December 6, 2024***, salary range \$2,803,771 - \$3,770,761 per annum.

1. Chief Food Storage Inspector (SOG/ST 7)

Job Purpose

Under the direct supervision of the Chief Food Storage Officer, the Chief Food Storage Inspector is responsible for managing the Inspectorate Unit and supporting the strategic objectives of Government programme for inspection, sampling, disinfestation and import/export monitoring. The incumbent's responsibilities also include planning, organizing and execution of programmes relating to food safety and also monitoring the pesticide industry.

Key Responsibilities

Management/Administrative:

- Supervises Senior Food Storage Inspectors;
- Collaborates with the Chief Food Storage Officer in implementing strategies for surveillance and regulatory programme of inspection and disinfestations of food establishments to ensure food/feed is free of contamination;
- Ensures timely preparation and submission of reports (monthly, quarterly and annually);
- Participates in seminars and meetings;
- Collaborates with the Western Regional Office;
- Reviews the Inspectorate Manual periodically.

Technical/Professional:

- Maintains detailed reports of inspection, sampling and disinfestation activities;
- Manages and supports Senior Food Storage Inspector;
- Conducts the planning of weekly work programmes for the Inspectorate Unit;
- Responds to enquiries from stakeholders and other professionals;
- Keeps up to date in the fast moving area of food safety practices;
- Collaborates with the Chief Food Storage Officer in conducting evaluations.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal skills;
- Good customer relations skills;
- Good problem-solving skills;
- Good use of initiative;
- Ability to work in teams;
- Good leadership skills;
- Good analytical thinking skills;

- Good planning and organizing skills.

Technical/Functional:

- Excellent knowledge of ISO/IEC 17020 Standard;
- Good knowledge of codex standards;
- Sound knowledge of the FSPID Act and Regulation;
- Technical skills;
- Good use of technology;
- Sound knowledge of Government Policies and Procedures.

Minimum Required Qualification and Experience

- B.Sc. in Natural Sciences/Agriculture/Public Health/Management Studies;
- Training in local and international food safety standards;
- Proficient in Computer applications;
- Certificate in Supervisory Management;
- Five to seven (5-7) years' working experience.

Special Conditions Associated with the Job

- Required to travel extensively;
- Required to work early mornings, late evenings, weekend and public holidays;
- Must possess a valid Driver License and own motor vehicle;
- Exposure to hazardous chemicals.

2. Assistant Food Storage Scientist (SOG/ST 4)

Job Purpose

Under the direction of the Senior Food Storage Scientist, the Assistant Food Storage Scientist provides technical support to the Unit, by providing assistance in the analysis of food for pesticide residue and mycotoxin, and maintaining sample and report registers. The incumbent also ensures that apparatus are clean and all materials are ready and prepared for analyses, and that equipment are properly maintained.

Key Responsibilities

Management/Administrative:

- Maintains sample register and ensures that results are properly tabulated;
- Maintains an inventory of laboratory chemicals and glassware;
- Ensures safe working conditions for others in the Unit.

Technical/Professional:

- Prepares samples appropriately for analyses;
- Assists with analyses, as requested;
- Cleans and prepares glassware and apparatus for analyses;
- Ensures the safe storage of historical samples;
- Assists with the collection of samples;
- Accompanies the Senior Food Storage Scientist and the Food Storage Scientist on field visits, when requested;
- Performs balance verifications;
- Logs equipment temperature checks;
- Ensures that equipment are kept clean;
- Brings any equipment anomalies to the attention of the Senior Food Storage Scientist;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Customer and quality focused;
- Good interpersonal skills;
- Ability to work in a team.

Technical:

- Sound knowledge of laboratory techniques;
- Knowledge of chemistry;
- Knowledge of ISO/IEC 17025 standard;
- Proficient in the use of Microsoft Word and Excel.

Minimum Required Qualification and Experience

- Certificate in Chemical Technology from the University of Technology; **or**
- Certificate in Laboratory Technician from the University of Technology; **or**
- A.Sc. Degree in any related field College of Agriculture, Science and Education, Computer Literate;
- One (1) year's experience in a similar capacity

Special Conditions Associated with the Job

- Works with potentially hazardous chemicals;
- Spends some time in the field.

Applications accompanied by résumés should be submitted **no later than Monday, 7th October, 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.



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