



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 406

OSC Ref. C. 5526²

10th October, 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 Chemist Technologist (SOG/ST 4)** in the **Analytical and Advisory Services Branch, Department of Government Chemist**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

The incumbent is an analyst who performs chemical and/or physio-chemical analysis on pharmaceutical products in determining the identity, quality and purity, and analysis on food samples and on alcoholic liquids with supervision.

Key Responsibilities

- Conducts chemical and physical analyses of a variety of pharmaceutical and non-pharmaceutical substances, in accordance with suitable procedures, records test results, performs calculations and prepares reports of testing performed;
- Conducts analysis of alcoholic liquids and beverages under the Customs and Excise Acts, records test results, performs calculations and prepares reports of testing performed;
- Conducts analysis of food/stuff to ensure conformance to quality and safety standards or to investigate suspected contamination, records test results, performs calculations and prepares reports of testing performed;
- Prepares reagent and standard solutions necessary for testing of samples according to procedures;
- Operates and maintains instruments and equipment, as assigned;
- Calibrates and verifies less complex instruments and equipment, as assigned.
- Documents laboratory records according to established standards.
- Prepares and reviews Standard Operating Procedures (SOP), as assigned.
- Complies with the safety procedures of the laboratory;
- Complies with the quality system and waste management system of the laboratory;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent written and oral communications skill;
- Excellent word processing skills and related software applications;
- Ability to multitask and prioritize;
- Ability to quickly recognize and analyse irregular events;
- Effectively operate a variety of lab equipment;
- Ability to maintain integrity at the highest level.

Technical:

- Knowledge of the theory and application of analytical and physical chemistry;
- Working knowledge of instrumental analysis;
- Demonstrated knowledge of analytical and physical chemistry operations;
- Knowledge of government practice, policy, procedure, statutes, ordinances and law.

Minimum Required Qualification and Experience

- Post-Secondary Education with five (5) subjects at the CXC or GCE O'Level; including chemistry or biology.
- OR**
- Certification in Chemistry or closely related field;

- One (1) year related experience;
- Any other combination of training and experience that would yield the necessary skills needed at this level.

Special Condition Associated with the Job

- Willingness to travel locally and internationally.

Applications accompanied by résumés should be submitted **no later than Thursday, 24th October, 2024 to:**

**Manager
Human Resources Management and Administration
Department of Government Chemist
Hope Complex
Hope Garden
Kingston 6**

Email: government.chemist@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.



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