



Office of the Services Commissions

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CIRCULAR No. 472

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28th November, 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/be assigned to the post of **Plant Quarantine/Produce Inspector 1 (SOG/ST 4) (2 posts) - (Kingston - Vacant, Montego Bay - Not Vacant)** in the **Plant Quarantine/Produce Inspection Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the direct supervision of the Import/Export Manager, the Plant Quarantine/Produce Inspector will prevent the introduction and establishment of exotic pests by the use of appropriate measures to safeguard our borders, thus protecting the integrity of Jamaica's Agriculture Sector. The incumbent will also ensure that only the highest quality, pest-free agricultural commodities to be exported and imported, in compliance with national and international food safety standards.

Key Responsibilities

Management/Administrative:

- Prepares and submits monthly and specialized reports;
- Represents the Department at seminars, workshops, meetings and agricultural shows;
- Advises potential exporters and importers, as well as the general public on Plant Quarantines regulations and functions;
- Supervises and monitors the fumigation process;
- Disseminates relevant information to stakeholders through various public education campaigns including tourists;
- Organizes/Prepares exhibits for agricultural shows and seminars;
- Delivers Customer Service in accordance with the Citizens Charter.

Technical/Professional:

- Inspects and certifies agricultural commodities for export, in accordance with trading partners' requirements;
- Inspects and certifies agricultural commodities being imported, in accordance with local standards;
- Inspects new and existing packing facilities and enforces compliance with established standards;
- Supervises/Monitors fumigation and other treatment processes;
- Monitors ports of entry;
- Conducts/Participates in pest surveillance;
- Investigates pest sighting reports;
- Monitors pest and disease outbreaks;
- Collects, inspects, records and destroys contraband (illegal imports of agricultural items and other regulated commodities), in accordance with established standards;
- Records and supervises the destruction/re-export of non-compliant agricultural/regulated commodities;
- Inspects and monitors transshipments of agricultural/regulated commodities;
- Visits farms where crops are grown for export to ensure that proper pests management and food safety practices are employed;
- Conducts regular monitoring to ensure exporters are informed of new and existing entry requirements of major trading partners;
- Inspects and monitors aircrafts and marine vessels;
- Monitors markets, supermarkets and other outlets for illegal imports;
- Maintains the Plant Health Surveillance System;
- Conducts overseas farm workers sensitization sessions;
- Guides and monitors exporters' compliance with Food Safety Standards of trading partners;
- Enforces compliance with Jamaica's good manufacturing practices, which includes:

- Record Keeping
- Waste Management, Cleaning and Sanitation
- Security of Food
- Traceability
- Product Recall
- Training
- Audit and Verification;
- Assists exporters in developing Food Safety Plan for their facilities;
- Provides orientation for new exporters;
- Assists exporters in developing and maintaining traceability systems;
- Certifies and monitors offsite cold storage facilities;
- Certifies and monitors plant nurseries and farms;
- Collaborates with major trading partners;
- Performs any other related duties that may be assigned from time to time by the supervisor.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Good interpersonal and 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:

- Excellent knowledge of internationally accepted sanitary and phytosanitary procedures;
- Formal training in fumigation techniques and procedures;
- Proficiency in the use of computer applications;
- Good knowledge of best practices in post-harvest handling of produce and storage;
- Working knowledge of Plant Husbandry;
- Working knowledge of Entomology;
- Working knowledge of Botany;
- Working knowledge of Pathology;
- Excellent knowledge of Food Safety Standards;
- Good knowledge of major trading partners standard operating procedures;
- Excellent knowledge of the Acts and Regulations of the Branch, as well as various standards, procedures and principles governing the activities;
- Proficient in Computer applications.

Minimum Required Qualification and Experience

- Associate Degree in Agriculture from the College of Agriculture, Science and Education or a Diploma in Agriculture from Jamaica School of Agriculture;
- Training in local and international food safety standards;
- Training in Fumigation;
- Three (3) years working experience in plant quarantine/produce inspection.

Special Conditions Associated with the Job

- Exposure to hazardous chemicals, such as Methyl Bromide and other post-harvest chemicals;
- Boarding of aircrafts and marine vessels;
- Threat to life in enforcing compliance;
- Will be required to travel extensively;
- Will be required to work early mornings, late evenings and public holidays.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th December, 2024 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

E-mail: jobopportunities@moa.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