

INTERNAL JOB ADVERTISEMENT
MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE
CAREER OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant position of **Director, Research & Quality Assurance (GMG/SEG 2)** in the Hazardous Substances Regulatory Authority.

Salary Range: \$3,332,803 - \$4,482,249 per annum and the allowances attached to the post.

JOB PURPOSE

Under the direct supervision of the Director General, the Director, Research & Quality Assurance is responsible for maintaining the Authority's management system in accordance with relevant international standard(s). The incumbent is also responsible for performing scientific research and publishing them, as well as communicating standards for accreditation/certification of facilities to the public.

KEY RESPONSIBILITIES AREAS

Management and Administrative Responsibilities

- Prepares monthly reports on performance of the Research & Quality Assurance Unit
- Assists with the development and implementation of the strategic objectives
- Collaborates with all Directors in preparing the Operational Plans for the Units.
- Advises the Senior Director on the development of measures for the regulatory control of activities, practices, premises and facilities governed by the Nuclear Safety and Radiation Protection Act and attendant regulations.
- Recommends to Director General, cost recovery measures, whether by way of fees or otherwise, for services provided by or on behalf of the Authority.
- Represent the Authority at meetings, seminars, and conferences
- Monitors the achievement of KPIs for the Authority
- Reviews the setting of organizational objectives and goals to ensure alignment with the quality management system
- Assists in the development and reviewing of the annual budgets/reports, strategic and operational plans.
- Provides technical advice to all stakeholders

Technical/Professional Responsibilities

- Establishes, maintains and enforces internationally sound quality system
- Establishes system through which scientific research, or any other relevant type of research, can be requested from any area within the HSRA

- Establishes and maintains a system that is capable of exhibiting all research requested, all research reports and the dates for completion of reports research requests.
- Ensures that all areas/units within the HSRA are aware of all internal and international requirements, or guidelines, that relevant to the operations of the respective units/areas.
- Makes quality and research-based recommendations to the Director General, where applicable, and such other recommendations as may be required
- Leads quality management system auditing for all divisions/ units within the HSRA.
- Monitors the storage and filing of all information for audits conducted.
- Ensures that all officially recorded non-conformances are based on a clearly stated documented requirement.
- Recommends to the respective Unit Directors any corrective actions to be taken by the units/areas.
- Publishes findings of research internally and externally (where applicable).
- Escalates all radiation incidents to the Director General
- Assists with the identification of conditions that could result in potential threat to life, property and the environment.
- Assists with controlling export and import of hazardous material.
- Maintains required measurement control programmes to safeguard all

Human Resource Responsibilities

- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to staff in the area of quality management through effective planning, delegation, communication, training, monitoring and coaching.
- Ensures that training needs in for developmental of staff the area of quality management are clearly identified and addressed

Other Responsibilities

- Any other functions as may be assigned from time to time.

REQUIRED COMPETENCIES

- Excellent knowledge of quality management systems
- Excellent project management skills
- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Sound knowledge of inspection/auditing principles and techniques
- Sound knowledge of metrology
- Sound knowledge of radiation protection

- Computer Proficiency
- Ability to analyze problems and generate solutions
- Excellent oral and written communication skills
- Excellent communication skills
- Excellent time management
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Excellent teamwork and cooperation
- Excellent leadership skills
- Managing partners
- Integrity
- Goal/Results oriented
- Customer & Quality Focus

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

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

AND

- At least two years' experience working in scientific laboratory or an industrial high-risk facility (preferably in an ISO 9001 or ISO 17025 certified entity)

AND

- Five (5) years' experience in auditing and/or inspections
- At least two (2) years' experience working in a management/supervisory position.

**Applications accompanied by resume should be submitted no later than
December 21, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5
Email: hrm@miic.gov.jm**

Please note that we thank all for responding, but only short-listed applicants will be contacted.