

**MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE  
JOB DESCRIPTION AND SPECIFICATION**

<b>Job Title:</b>	Senior Food Storage Scientist
<b>Job Grade:</b>	SOG/ST 7
<b>Post No:</b>	8770
<b>Division/Section/Unit:</b>	Food Storage Division/ Microbiology Unit
<b>Reports to:</b>	Deputy Food Storage Officer (SOG/ST 8)
<b>Manages:</b>	Food Storage Scientist Assistant Food Storage Scientist

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB SIGNIFIED BELOW.**

\_\_\_\_\_  
**Employee's Name**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Division/Section/Unit**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Directorate**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date Received in  
Organizational Development Unit**

\_\_\_\_\_  
**Date created/revised**

## **Job Purpose**

Under the direct supervision of the Deputy Food Storage Officer (SOG/ST 8), the Senior Food Storage Scientist (SOG/ST 7) manages all operations of the Microbiology Unit in ensuring smooth and efficient operations of the Unit in carrying out Laboratory Analysis and related research.

## **Key Output**

- Laboratory results produced
- Research conducted and findings documented and submitted
- Analytical results documented and submitted
- Food detection procedures conducted
- Tests performed
- Equipped and stocked lab maintained
- Reports and scientific papers produced and submitted
- Technical advice provided
- Projects implemented according to workplan
- Standard Operating Procedures Manual prepared/reviewed
- Unit budget and operational plan prepared and submitted
- Control measures instituted, evaluated and modernized
- Technical training conducted

## **Key Areas of Responsibilities**

### **Management/Administrative Responsibilities**

- Reviews Laboratory Standard Operating Procedures Manual.
- Prepares Unit's Annual Budget and Operational Plan
- Interacts with Government Agencies on Position Papers and Policies
- Reviews Units monthly and technical reports.
- Participates in seminars, workshops, conferences and other events.
- Represents the Division on external Technical Committees

### **Technical/Professional Responsibilities**

- Conducts in-house training programmes for new Inspectors, Food Storage Scientist and Assistant Food Storage Scientists.
- Researches new microorganism in food to determine its characteristics and how to eradicate under Jamaican conditions.
- Prepares technical reports and scientific papers.
- Liaises with the Inspectorate Unit to keep informed of the challenges they are experiencing in order to assist with providing solutions.

- Liaises with Consultants and provides information.
- Prepares project profiles, implements projects.

### **Human Resource Management Responsibilities**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource Policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

### **Other Responsibilities**

- Performs any other related duties which may be assigned from time to time.

### **Performance Standards**

- All laboratory results produced are of high quality that meets National and International standards
- Research conducted at high ethical standards and findings documented to facilitate the development of government policies and procedures and submitted within an agreed timeframe.
- Analytical results documented according to standards and submitted within the stipulated timeframe.
- Food detection procedures conducted at high ethical standards to detect substandard or potential hazards to the health of Jamaicans.
- Test performed according to standards and with high integrity
- Equipped and stocked lab maintained at all times
- Reports and scientific papers produced at high academic standards and submitted in a timely manner.
- Technical advice provided in a timely manner to inform decision making.
- Projects implemented according to workplan and budget.
- Standard Operating Procedures Manual prepared and reviewed at regular intervals and in keeping with international standards.
- Unit budget and operational plan prepared according to required format and submitted within the agreed timeframe.
- Control measures instituted, evaluated and modernized at regular intervals
- Technical training conducted in collaboration with the Training and Information Unit.

## **REQUIRED COMPETENCIES**

### **Core Competencies**

- Good oral and written communication skills
- Good leadership skills
- Good interpersonal skills
- Good management of the client interface
- Excellent ability to think analytically
- Sound judgement
- Strong integrity
- Excellent compliance to organizational policies
- Excellent planning and organizing skills
- Excellent people management skills
- Methodical

### **Technical**

- Competence in identifying pathogenic micro-organisms in food
- Ability to isolate and identify food spoilage molds
- Competence in using compound microscope to identify micro-organism morphology
- Proficient in using relevant computer software
- Ability to write research papers and think analytically
- Sound knowledge of the FSPID Act and Regulations
- Sound knowledge of the operations of government

## **MINIMUMN REQUIRED EDUCATION AND EXPERIENCE**

- Master of Science in Microbiology and three year's experience in the laboratory environment
- Diploma in Management Studies/Public Administration
- In-service training in special areas such as HACCP and the Food Storage Laws and regulations

**OR**

- Bachelor of Science Degree in Natural Science, specializing in Microbiology
- Diploma in Management Studies/Supervisory Management.
- At least eight (8) years' experience in a laboratory environment

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Works with potentially hazardous chemicals
- Spends time in the field
- May need to work long hours and on weekends

## **AUTHORITY**

- Recommends leave
- Signs analytic reports