



# Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

April 15, 2026

## CAREER OPPORTUNITY

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The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Hazardous Substances Regulatory Authority (HSRA).

### **DIRECTOR, AUTHORIZATION AND TRAINING (GMG/SEG 3) - VACANT**

***Salary: \$5,198,035 per annum***

#### **JOB PURPOSE**

Under the leadership of the Senior Director, Radiation and Safety, the Director, Authorization and Training is responsible for management oversight of the Authorization Units of the Radiation Safety Department. The incumbent is also responsible to organize, co-ordinate and administer the training functions in accordance with the Nuclear Safety and Radiation Protection Act, applicable regulations and terms and conditions of authorizations.

#### **KEY OUTPUTS**

- Operational Plan developed and Unit Budget prepared
- Unit Work Plan prepared and submitted
- Unit Quality system plan implemented
- Reports prepared
- Technical advice/recommendations provided
- Staff assessed and evaluated
- Meetings/trainings/seminars attended
- Grants of Authorization issued
- Local and International standards monitored
- Institutions/organizations consulted
- Training programme developed and coordinated
- Training needs assessed and training options recommended
- Certification recommended

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

- Prepares monthly reports on performance of Authorization & Training Unit of the Radiation Safety Department.
- Monitors the training of reports in respect of international best practice relating to radiation safety.
- Collaborates with all Directors to align on the development of strategies for the regulatory control of devices, activities, practices and facilities governed by the Nuclear Safety and Radiation Protection Act and attendant regulations.
- Monitors Unit Operational Plan, Key Performance Indicators and Targets.
- Collaborates with all Directors to align 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 the Senior Director and Director General, cost recovery measures, whether by way of fees or otherwise, for services provided by or on behalf of the Authority.
- Represents the Unit/HSRA at meetings, workshops, exhibitions, seminars and conferences.
- Reviews and approves the setting of key performance indicators and ensures the achievement of targets.
- Assists to develop and review the annual budgets, strategic business plan, and operational plans.
- Liaises with other Agencies, Ministry Officials, representatives of the private sector, tertiary institutions, non-government organizations, regional and international agencies to achieve objectives.

### **Technical/Professional Responsibilities**

- Manages all relevant activities prescribed by the Nuclear Safety and Radiation Protection Act undertaken by the relevant personnel prior to the granting of an authorization.
- Regulates and monitors the devices, activities, practices and facilities involved in nuclear technology and ionizing radiation sources for the protection of the health, safety and security of persons, property and the environment from the harmful effects of radiation.

- Confirms the competence of personnel responsible for the safe operation of facilities or activities or practices.
- Recommends to the Senior Director and Director General, mechanisms that will advance public health and safety, and establish standards for the protection of individuals, society and the environment against potential adverse effects of ionizing radiation and nuclear technology.
- Establishes appropriate mechanisms, strategies and procedures for informing and consulting the public and other stakeholders about the regulatory process and the safety, health and other environmental aspects of regulated activities, practices and facilities, including incidents, accidents and abnormal occurrences.
- Liaises with the Director of Inspection and Enforcement to determine corrective actions to be implemented where unsafe or potentially unsafe conditions are detected at any location where authorized activities are conducted.
- Assists in the definition of Design Basis Threat (DBT) for the implementation of security provisions and determine whether to approve it.
- Issues such decisions and directions to members of the Radiation Safety Department as are required in accordance with the Nuclear Safety and Radiation Protection Act and attendant regulations.
- Manages the functions prescribed by the Nuclear Safety and Radiation Protection Act in relation to the notification, licensing or registration of radiation facilities and radiation activities or exemption from authorization are undertaken by the Authorization Unit.
- Establishes system of authorization and monitoring of disused radioactive source and spent fuel activities from and practices.
- Evaluates applications relating to requests for authorizations, prior to making a recommendation to the Senior Director, Radiation & Safety for grant or refusal of same.
- Collaborates with the Director of Inspection and Enforcement to garner information regarding announced and unannounced inspections prior to authorization.
- Manages the auditing of entities for compliance prior to reauthorization.

- Manages the development of relevant training programmes and evaluation tools.
- Manages the assessment of training needs and make recommendation regarding training options and opportunities.
- Establishes and implements development of policies and guidelines as it relates to training activities in radiation safety and security.
- Defines such obligations of persons/ legal operators authorized to conduct activities or practices involving the possession and use of ionizing radiation.
- Participates in scientific research.
- Manages the Unit's quality system.

#### **Human Resource Responsibilities**

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommend 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 Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensures that welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed.

#### **OTHER RESPONSIBILITIES**

- Performs any other duties assigned from time to time.

**PERFORMANCE STANDARDS**

- Unit Operational Plan and budget is developed in keeping with set standards and timeframe.
- Unit Work Plans are developed in keeping with set standards and timeframe.
- Unit Quality system plan implemented based on regulations and in accordance with the management system in force.
- Accurate comprehensive reports done in keeping with timeframe and standards.
- Staff assessed and evaluated with integrity and fairness being maintained at all times.
- Technical advice/recommendations provided at all times.
- Meetings/seminars attended as scheduled and debriefing given within two (2) days after the meeting/seminar.
- Trainings attended as scheduled and report prepared and submitted within ten (10) working days.
- Certification recommended within stipulated timeframes in accordance with legislations.
- Grants of Authorization issued in accordance with local legislations and within specified timeframe.
- Consultation made with institutions/organizations in respect of standards, as the need arises.
- Training programme developed and coordinated within agreed timeframe and standards.
- Training needs assessed and analyzed; training options recommended according to set standards and within agreed timeframe.

## **REQUIRED COMPETENCIES**

### **Core**

- Excellent oral communication skills
- Excellent written communication skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Excellent leadership skills
- Excellent people management skills
- Excellent teamwork and cooperation skills
- Managing External Relationships
- Possess good methodical skills
- Integrity
- Customer & Quality Focus
- Goal/Result Oriented

### **Technical**

- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Sound knowledge of radiation protection
- Sound knowledge of auditing principles and techniques
- Sound knowledge of metrology
- Knowledge of quality management systems
- Computer Proficiency
- Ability to analyze problems and generate solutions

**LIAISON/PRINCIPAL CONTACTS**

<b>Contact</b>	<b>Nature of Relationship</b>
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Chief Technical Director</li> <li>• Department Heads</li> <li>• Principal Finance Officer</li> <li>• Internal Audit Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising with the relevant stakeholders to achieve objectives (review of annual budgets, strategic and operational plans?)</li> </ul>
<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• International Atomic Energy Agency</li> <li>• National Environment and Planning Agency</li> <li>• Ministry of Science, Energy, Telecommunications and Transport</li> <li>• Ministry of Health and Wellness</li> <li>• Ministry of National Security and Peace</li> <li>• Jamaica Customs Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising with other government or non-government authorities having competence in health and safety, environmental protection, emergency preparedness and response, security and transport of dangerous goods.</li> <li>• Inspection and monitoring for verification of compliance with the legislative instruments;</li> <li>• Regulatory Compliance;</li> <li>• Enforcement measures, in the event of threatened or actual non-compliance;</li> <li>• Suspension and/or revocation of licenses;</li> <li>• Establishment of standards for the protection of individuals, society and the environment;</li> <li>• Notification of incidents, accidents and other safety-related abnormal occurrences to government bodies, national and international organizations;</li> <li>• Independent communication with the public on regulatory requirements, decisions and opinions;</li> <li>• Operational Audits.</li> </ul>

**DIMENSIONS, AUTHORITIES AND DECISION MAKING**

- Recommends appropriate mechanisms and procedures for informing and consulting the public and other stakeholders about the regulatory process and the safety, health and other environmental aspects of regulated activities, practices and facilities, including incidents, accidents and abnormal occurrences.
- Recommends cost recovery measures, whether by way of fees or otherwise, for services provided by or on behalf of the Authority.
- Recommends mechanisms that will advance public health and safety, and establish standards for the protection of individuals, society and the environment against potential adverse effects of ionizing radiation and nuclear technology.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE EDUCATION**

- Masters of Science in Chemistry, Physics, Medical Physics, Biomedical Engineering or related Natural or Applied Sciences discipline.
- Training in Business Administration or Communication would be an asset

**EXPERIENCE**

- At least two (2) years working experience dealing in matters relating to Radiation Protection and the Safety and Security of Radiation Sources.

**OR**

- At least two (2) years' experience working in a scientific laboratory or an industrial high-risk facility or any other related experience.

**AND**

- At least three (3) years' experience working in a management/supervisory position.
- Experience in auditing would be an asset .

**SPECIAL WORKING CONDITIONS ASSOCIATED WITH THIS JOB**

- Typical office environment
- Exposure to highly confidential and sensitive information
- Requires off-site visits as required by the exigencies of the job. (Motor vehicle required.)
- May be required to travel overseas
- Participation in training (as a trainee or trainer) with possibility of no simultaneous reduction in workload
- Required to work late hours and shall be on call seven (7) days per week.

**Applications accompanied by resume should be submitted no later than**

**April 24, 2026 to:**

**The Director, Human Resource Management and Development**

**Ministry of Industry, Investment & Commerce**

**4 St. Lucia Avenue, Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)**

**We appreciate your responses; however only short-listed applicants will be contacted.**