



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

August 24, 2026

CAREER OPPORTUNITY

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

INSPECTOR (GMG/ SEG 2)

Salary: \$4,266,270.00 per annum

JOB PURPOSE

Under the direct supervision of the Director, Inspection & Enforcement, the Inspector is responsible for inspecting, monitoring and assessing activities and facilities for the purpose of verifying compliance with the Nuclear Safety and Radiation Protection Act, applicable regulations and terms and conditions of authorizations.

KEY OUTPUTS

- Facilities inspected
- Regulations enforced
- Compliance monitored
- Investigations done
- Contrabands seized
- Labels/seals affixed (equipment and other devices)
- Examination and testing conducted
- Technical Advice/Recommendations provided
- Reports prepared
- Meetings/Seminars/Trainings attended

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Assists with the preparation of the operational plan for the Inspection and Enforcement Unit
- Represents the Unit/HSRA at meetings etc.
- Prepares reports on the performance of the Inspection and Enforcement Unit conducted
- Provides technical advice relating to activities of the unit.
- Conduct audits conducted in accordance with the Unit Quality System Plan.

Technical/Professional Responsibilities

- Inspect facilities and activities in order to ensure compliance with international obligations, the Nuclear Safety and Radiation Protection Act and the attendant regulations at all stages of the authorization process.
- Inspect facilities and activities in order to ensure compliance with the terms and conditions of authorizations, the Nuclear Safety and Radiation Protection Act, and applicable regulations and ensure the periodic inspections are undertaken accordingly.
- Makes unannounced inspection of authorized and unauthorized premises and facilities in accordance with the provisions of the Nuclear Safety and Radiation Protection Act.
- Maintains records as may be specified by the Unit Director.
- Records all findings/observations of inspections for submission to the Unit Director.
- Prepares draft inspection report.
- Takes appropriate actions in accordance with the Nuclear Safety and Radiation Protection Act in situations where orphan sources are discovered (this will usually include a site visit).
- Executes impromptu/unplanned inspections when called upon to do so regardless of the time of day.
- Examines, and tests any ionizing radiation apparatus, instrument or measuring or control equipment found at the facility subject to inspection.
- Uses or installs any equipment or measuring device for sampling, measuring or analyzing any radioactive or nuclear material found at the facility subject to inspection, and measure any quality of radioactive material or nuclear material found at the facility subject to inspection.
- Inspects any apparatus, instrument or measuring or control equipment, enclosure, container or vehicle found on any premises subject to inspection.

- Inspects any site where there is a proposal to dispose of radioactive material, nuclear material or ionizing radiation apparatus, or to build facilities geared towards the use of radioactive material, nuclear material or ionizing radiation apparatus.
- Inspects any site where radioactive material, nuclear material or ionizing radiation apparatus are disposed of, constructed or erected.
- Examines land or vehicle used in the transportation of nuclear material, radioactive material or ionizing radiation apparatus.
- Examines registers, authorizations and documents kept or held by authorization holders under the Nuclear Safety and Radiation Protection Act.
- Examines documents relating to ionizing radiation apparatus or equipment used in connection with that apparatus and any instruments, devices or accessories for measuring or detecting radiation material, nuclear material or radioactive material.
- Examines, takes extracts from, or makes copies of or reproduce any document in accordance with the provisions of the Nuclear Safety and Radiation Protection Act.
- Interviews person(s) on the premises or in the vehicle under inspection, and makes recordings of such interviews.
- Instructs relevant personnel to operate any equipment (including electronic equipment) located at the premises under inspection where necessary
- Photographs, video or records the premises or vehicle under inspection
- Monitors the operation of any radiation detection or measurement device
- Opens any container or enclosure found on any premises which the inspector reasonably believes contains any radioactive material or nuclear material.
- Monitors the labelling of packages containing radioactive material, nuclear material or ionizing radiation apparatus with a view to ensuring that proper standards are maintained and the contents of the packages accord with the labels of the packages.
- Gives directions to the licensee, owner, occupier or person in charge of any premises, container or vehicle.
- Restricts or prohibits the access of persons and vehicles to or from the premises
- Apply labels, seals or other identifying and tamper-indicating devices
- Assesses the suitability of any premises, container, device, aircraft, land vehicle or vessel used for the purposes of this Act.

- Verifies inspections/audits to ensure that corrective actions are taken in situations where such actions are required.
- Ensures that facilities, premises and activities are inspected, monitored and assessed for the purpose of verifying compliance with the Nuclear Safety and Radiation Protection Act, applicable regulations and the terms and conditions of authorizations.
- Ensures that decisive actions are taken against Authorization Holders for non-compliance.
- Breaks into or opens any part of, or anything in or on, any premises or vehicle and inspect any premises, container or vehicle, with the authority of a search warrant issued in accordance with the provisions of the Nuclear Safety and Radiation Protection Act or in circumstances in which the inspector reasonably believes that immediate action is required
- Exercises the powers of entry, inspection and seizure.
- Takes enforcement measures in the event of threatened or actual non-compliance with the Nuclear Safety and Radiation Protection Act, and the Regulations or the terms and conditions of authorizations.
- Records all enforcement actions.
- Conducts scientific research.

OTHER RESPONSIBILITIES

Perform any other duties assigned from time to time.

LIAISON

Internal: Inspection & Enforcement, and Department/Unit Heads

External: International Atomic Energy Agency (IAEA), National Environment and Planning Agency (NEPA), Ministry of Science, Energy, Telecommunications and Transport (MSETT), Jamaica Customs Agency (JCA), Ministry of Health and Wellness (MOHW).

PERFORMANCE STANDARDS

- Conduct scheduled and unscheduled inspection of facilities done in keeping with established standards and regulations.
- Regulations are enforced in accordance with GOJ policies, specially developed procedures

and NSRP legislation.

- Compliance of authorized entities is constantly monitored in keeping with the relevant policies and procedures.
- Investigations done according to relevant guidelines and within given timeframe.
- Contrabands seized immediately upon identification and in keeping with GOJ policies and prevailing enforcement protocols.
- Labels/seals affixed to equipment and other devices in keeping with the NSRP Act and within the agreed timeframe as needed.
- Examination and testing conducted in keeping with local and international standards.
- Sound technical advice and recommendations provided as required and in keeping with GOJ policies.
- Accurate comprehensive reports done in keeping with timeframe and standards.
- Trainings/ Meetings/seminars attended as scheduled, debriefing given within two (2) days, report prepared and submitted within ten (10) working days; in-house training session hosted within one month.

REQUIRED COMPETENCIES

#	Core Competencies	Required Level	Functional/ Technical Competencies	Required Level
1	Excellent oral and written communication skills	2	Sound knowledge of the Nuclear Safety and Radiation Protection Act	2
2	Excellent time management, planning and organizing skills	2	Sound knowledge of ionizing radiation uses in industrial and medical practices	2
3	Excellent interpersonal skills	2	Sound knowledge of Radiation Protection	2

4	Excellent teamwork and cooperation skills	2	Sound knowledge of metrology	2
5	Excellent integrity	2	Sound knowledge of inspection principles and techniques	2
6.	Punctuality	2	Knowledge of quality management systems	2
7	Managing the Client Interface	2	Computer Proficient	2
8	Customer and Quality Focus	2	Ability to analyze problems and generate solutions	2
9	Good discipline (including Good Anger Management)	2		
10	Goals/Results oriented	2		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE EDUCATION

- B.Sc. in Natural Sciences discipline or an equivalent minimum required experience.

EXPERIENCE

- At least two (2) years' experience working in a scientific laboratory and/or industrial high-risk facility or any other related experience (preferably in an ISO 9001 certified or ISO 17025 accredited entity)
- Experience in inspections and radiation protection.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

This position, due to its nature, will normally involve:

- Working beyond scheduled work hours
- Office environment and possibly off-site visits
- Extensive travelling during and outside of scheduled work hours, where applicable
- May be required to travel overseas
- Participation in training (as a trainee or trainer) with possibility of no simultaneous reduction in workload
- Participation in Scientific Research

AUTHORITY

Not applicable

**Applications accompanied by resume should be submitted no later than
Thursday, September 10, 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**

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