



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.

TECHNICAL OFFICER, AUTHORIZATION (GMG/ SEG 2)

Salary: \$4,266,270.00 per annum

JOB PURPOSE

Under the direct supervision of the Director Authorization & Training, the Technical Officer, Authorization is responsible for processing authorization requests, delivering training, maintaining, and updating records of all training activities and carrying out such other related functions in accordance with the Nuclear Safety and Radiation Protection Act, applicable regulations and terms and conditions of authorizations.

KEY OUTPUTS

- Entities assessed
- Technical advice/recommendations provided
- Reports prepared
- Meetings/Seminar/Trainings attended
- Sensitizations/Training planned and delivered
- Training needs assessed and analyzed
- Training data updated and maintained
- Training intervention evaluated

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Assists with the preparation of the operational plan of the Authorization and Training Unit.
- Represents the Unit/HSRA at meetings etc.

- Prepares reports on the performance of the Authorization Unit and training conducted
- Provides technical advice relating to activities of the unit.
- Audits conducted and managed in accordance with the Unit Quality System Plan

Technical/Professional Responsibilities

- Processes applications for authorizations or exemptions.
- Recommends to the Director Authorization & Training the issuing, renewing, amending, suspension or revocation of authorizations and conditions for practices, activities and facilities involving ionizing radiation and nuclear technology.
- Assesses whether an applicant is a fit and proper person within the meaning of the Nuclear Safety and Radiation Protection Act, 2015.
- Assesses applicants for the appropriate knowledge of the principles and practices of radiation to carry on the activities proposed.
- Ascertains and recommends to the Unit Director the imposition of such conditions on the authorization requiring the authorization holder to lodge with the Authority, a financial assurance in the form of a bond in accordance with the provisions of the Nuclear Safety and Radiation Protection Act.
- Maintains a system of authorization of radioactive waste and spent fuel activities and practices.
- Recommends to the Unit Director, such obligations, including insurance obligations of persons authorized to conduct activities or practices.
- Recommends to the Unit Director matters for investigation relating to authorization holders, premises, facilities, activities, sources and other related matters.
- Collaborates with the Registrar with respect of updating the Register of Authorizations, radioactive waste and spent fuel activities and practices and any other related registers.
- Collaborates with the Inspection Unit in respect of the processing of applications for authorizations and training for external clients.

- Collaborates with other agencies or stakeholders relevant to the processing of a specific Authorization request and training opportunities
- Establishes and manages databases for the effective processing of applications relating to authorization and training.
- Conducts scientific research
- International standards maintained and HSRA conformity managed.

Other Responsibilities

- Perform any other functions assigned from time to time.

LIAISON

Internal: Permanent Secretary, Director Authorization & Training, and Department/Unit Heads.

External: International Atomic Energy Agency, 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

- Entities assessed conducted in accordance with the relevant policies and procedures and timeframe.
- 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.
- Sensitizations/Training planned and delivered as scheduled or as required.
- Training data updated and maintained on a monthly basis.
- Training needs assessed and analyzed based on interaction with stakeholders and inspection unit according to set standards and within agreed timeframe.
- Training information updated and maintained in the prescribed format and according to established timeframe.

- Training intervention evaluated within two weeks of intervention.

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	Knowledge of quality management systems	2
6.	Punctuality	2	Knowledge of auditing principles and techniques	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	Ability to analyze problems and generate solutions	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 auditing 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.

