



THE NCRA INVITES APPLICATIONS FOR THE POSITION OF FOOD SAFETY INSPECTOR – KINGSTON OFFICE

Job Summary

The Food Safety Inspector is responsible for registering and monitoring food processing establishments to ensure wholesomeness and safety of food products for consumption. This entails monitoring products in the marketplace and at food processing establishments to ensure compliance with the Standards and Processed Food Acts and their attendant Regulations and product and labelling standards. The Inspector will cover Kingston and St Andrew, St Catherine, St Thomas, Portland and Clarendon.

Core Functions:

- Register food processing establishments
- Conduct routine inspections of food processing establishments to ensure compliance with established product standards, and regulations
- Recommend and execute enforcement actions
- Collect and route samples to laboratories for analysis and label assessment
- Evaluate test results
- Investigate consumer complaints
- Prepare and issue Certificates of Health, Hygiene and Free Sale
- Provide support to Technical Committees as required
- Provide information to manufacturers, importers/traders and consumers on regulatory activities/programmes
- Disseminate technical and administrative information
- Coordinate intra/inter-departmental projects as assigned
- Assist in the orientation of new team members as required
- Coordinate and conduct ISO/IEC17020 internal audits as required
- Prepare inspection, audit and special reports relating to all activities conducted as required
- Conduct joint inspections with other regulatory agencies and/or international agencies as required

Knowledge, Skills and Abilities required:

- Training and or practical experience in food science/food technology
- Working knowledge of good manufacturing practices
- Comprehensive knowledge of Standards Acts and Processed Food and their attendant Regulations
- Working knowledge of other relevant Acts
- Comprehensive knowledge of the food and labeling standards
- Comprehensive knowledge of food processing technology
- Comprehensive knowledge of HACCP principles
- Comprehensive knowledge of Quality Assurance and auditing
- Technical Report Writing
- Work co-operatively as part of a team
- Good analytical and problem-solving skills
- Work on own initiative and under demanding working conditions

- Excellent oral and written communication skills
- Excellent customer relations skills
- Excellent organizational and prioritizing skills
- Sound character and of good reputation and integrity

Minimum Qualification and Experience:

- Bachelor of Science Degree in Natural Science, Food Science/Food Technology or related Degree from an accredited institution
- Proficient in Microsoft Office Suite
- Training in Food Safety
- Two (2) years' work experience; at least one (1) years' experience in a food processing environment would be an asset
- Driver's Licence and the full-time use of a motor vehicle

Applications must be submitted no later than **09 October 2024 at 4:00 p.m.** by email to:

humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted