



THE NCRA INVITES APPLICATIONS FOR THE POST OF INSPECTOR

SAVANNA-LA-MAR REGIONAL OFFICE

Job Summary

The Inspector is responsible for the registration and monitoring of food processing establishments to ensure wholesomeness and safety of products for consumption; testing and certifying weighing and measuring devices used in trade; inspecting and sampling of products in the marketplace and importers' premises and to ensure compliance with the Processed Food Act 1959, Weights & Measures Act 1976, Standards Act 1969, Petroleum (Quality Control) Act, Compulsory Product and Labeling Standard.

The Inspector will cover the areas of: Westmoreland; St Elizabeth (Northwest; Southwest), and parts of Balaclava, Siloah, Thornton, Bogue, Rocky Hill

Core Functions:

- Registers food-processing establishments
- Conducts routine inspections of food processing establishments, warehouses, importers' premises, retail outlets, and other commercial operations
- Testing and certifying weighing and measuring devices used in trade
- Carries out withdrawal/detention/seizure of non-conforming goods being offered for sale
- Collects and routes samples to laboratories for testing/analysis and label assessment
- Evaluates test results and assessment reports
- Prepares Certificates of Health, Hygiene and Free Sale
- Recommends enforcement actions
- Executes enforcement action as approved by Supervisor or the CEO
- Provides information to manufacturers, importers/traders and consumers on activities and programmes of the organization
- Investigates consumer complaints
- Prepares daily reports relating to all activities carried out

Knowledge, Skills and Abilities required:

- Comprehensive knowledge of Processed Food, Weights and Measures, Standards and Petroleum (Quality Control) Acts and their attendant Regulations
- Comprehensive knowledge of the labeling regulations
- Working knowledge of other relevant Acts
- Comprehensive knowledge of Quality Assurance
- Working knowledge in the testing and calibration of weighing and measuring devices
- Ability to work as a member of a team
- Ability to analyze problems and recommend solutions
- Ability to multi-task and work on own initiative
- Good analytical skills
- Impeccable integrity
- Very good oral and written communication skills
- Very good customer relations skills
- Good organizational skills

Minimum Qualification and Experience:

- Bachelor of Science Degree in Natural Sciences or the equivalent from an accredited Institution
- Proficient in Microsoft Office Suite
- Training in Food Safety is an asset
- Two (2) years' work experience in a similar field

Must have a valid Driver's License 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