

INVITES APPLICATIONS FOR THE POSITION OF TECHNICAL OFFICER, TESTING & INDUSTRIAL SERVICES

Job Summary

The Technical Officer, Testing & Industrial Services is responsible for the maintenance and further development of the laboratory assigned. The incumbent conducts tests and supervise activities relating to the compliance activities of conformity bodies. The officer also participates in inter-laboratory comparisons and other quality assurance activities.

Core Functions:

- Conduct tests and supervise activities relating to the compliance activities of the NCRA and/or any other conformity body
- Participate in inter-laboratory comparisons and other quality assurance activities
- Prepare documents as needed: Pro forma invoices, Petty Cash, Purchase Requisition, Stores requisition etc.
- Guide the development, implementation, monitoring and evaluation of projects in the Testing & Industrial Services Branch.
- Perform routine Calibration and/or Testing activities on samples
- Research, evaluate, operate, and maintain mechanical products, equipment, systems and processes to meet requirements;
- Participate in the enforcement of product standards and regulations relevant to the Standards Act 1969 and the Weight and Measures Act.
- Prepares relevant documents for submission to the Procurement Committee for purchasing/sourcing of goods and services
- Validates non-standard methods used by the Mechanical & Metrology Branch
- Conducts research in standards calibration and testing
- Maintains the record system according to the Procedures and Work Instructions of the Branch
- Prepares documents and execute other required activities to maintain the laboratory's Quality Management Systems

Knowledge, Skills and Abilities required:

- Working knowledge of the Standards & Weights and Measures Acts
- Highly developed critical thinking, problem solving, analytical and decision making skills
- Highly developed competencies in system analysis
- Working knowledge of mechanical testing of materials would be an asset.
- Working knowledge of various standards including but not limited to ISO/IEC 17025, 9001, 14001 and 50001
- Working knowledge of Government of Jamaica Procurement Procedures
- Very good interpersonal, written and oral communication skills
- Strong project and task management skills
- Work well in teams as well as with minimal supervision

Minimum Qualification and Experience:

- B.Sc. or B.Eng. Degree in Engineering or Physics
- Distinction in Mathematics and/or Physics at O' level/CSEC, A' level/CAPE or 'A' at the tertiary level
- Two (2) years' experience working in a laboratory or production position, preferably in an ISO 9001 certified or ISO/IEC 17025 accredited entity
- Proficiency in the use of Microsoft Office Suite

Applications must be submitted no later than **03 September 2021 @ 4:00 p.m.** via email to:
Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

HRMD@bsj.org.jm

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