

DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **OCCUPATIONAL HEALTH AND SAFETY OFFICER (GMG/AM 4)** in the **Employee Relations Section, Human Resource Management & Administration Division** with salary ranging from **\$2,803,771 - \$3,770,761 per annum**.

JOB PURPOSE

The incumbent is responsible for administering all occupational health and safety matters for the Department, for the promotion of a healthy and safe work environment in keeping with the Occupational Safety and Health Act.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities:

- Evaluate practices, procedures, and facilities to assess risk and adherence to the law, encourage cooperation and consultation for continuous improvement in safety and health levels;
- Interprets and implements Government's OSHA and policies;
- Ensures that new or revised policies are implemented and fully understood;
- Maintains network links with occupational health and safety practitioners to keep abreast of new developments and best practices;
- Identifies areas where health and safety improvements are needed and develops proposals to rectify same;
- Provides accurate and appropriate advice to the Director, Employee Relations and occupational Health and safety on all occupational health and safety issues of the Department;
- Monitors the implementation of policies concerning occupational health and safety and conditions of work to ensure compliance with terms and agreement of labour contract and international best practices;
- Investigates health and safety related complaints and prepares reports;
- Maintains and updates Emergency Response Plans and Procedures;
- Investigates and reports on accidents/incidents at the workplace;
- Conducts Occupational Health & Safety seminars;
- Research past arbitration decisions, grievances related to occupational health and safety and implement measures to mitigate;
- Designs, develops, conducts and analysis staff satisfaction surveys;
- Develops and implements recommendation arising from staff satisfaction surveys and other research;
- Consults with stakeholders to address occupational health and safety issues;
- Investigates and participates in matters relating to occupational health and safety and ensure the correct procedures are followed with a view to arrive at amicable resolution;
- Develops and establishes an active programme for OSHA that supports the legal framework and employment policies for the Government of Jamaica (employer) and participates in implementing appropriate systems for a healthy and safe work environment.

Other Responsibilities:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of regulatory standards and compliance requirements;
- Excellent knowledge of the Staff Orders;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Good knowledge of Occupational Health and Safety Act and practices;
- Computer Literate in Microsoft Office Suite including Word, Excel, PowerPoint, Projects;
- Excellent problem solving and critical thinking skills;
- Excellent written and oral communication skills;
- Ability to conduct investigations and produced reports accordingly;
- Excellent interpersonal skills;
- Excellent negotiating skills;
- Excellent conflict management skills;
- Excellent time management skills;
- Excellent planning and organizing skills;
- Good presentation skills;
- Strong leadership and motivational skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Industrial Engineering or Occupational Health & Safety or Risk Management or equivalent qualification and training;
- Specialized training in Occupational Health and Safety;
- Three (3) years' experience in a similar capacity.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks.
- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.
- Exposure to high-risk environment within Correctional Facilities and their environs.

Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.