



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

INSPECTION & COMPLIANCE OFFICER (GMG/SEG 1) (VACANT)

Applications are invited from suitably qualified officers to fill the position of **Inspection & Compliance Officer (GMG/SEG 1) (Vacant) within the Employment Agencies Unit- North Street.**

Job Purpose:

Visit Employment Agencies island-wide to ensure that they are operating in compliance with the Employment Agencies Regulations Act.

Key Outputs:

- Periodic Reports to the Senior Compliance officer.
- Employment Agencies visited and records inspected.
- Statistical Information.
- Recommendations regarding the licensing of existing and prospective Employment Agencies.

Key Responsibility Areas:

- Visit private Employment Agencies to inspect records. Monitor fee structure, physical space and location to ensure that they are operating in conformity with the law.
- Make recommendations based on findings subsequent to the conduct of inspections.
- Liaise with the Jamaican Liaison Service to assist in addressing employment condition and welfare issues for Jamaicans dispatched to work overseas by Private Employment Agencies.
- Assist in compiling list of current employment agencies.
- Assist in preparing statistical data and Reports for submission to the Director, Employment Agencies Unit.
- Issues applications forms checks and them after receipt to ensure that they are properly completed.
- Report breaches observed during the performance of his/her duties to the supervisor so that they can be dealt with by the relevant authority.
- Advises prospective operators, existing ones and the general public re the current Regulations governing the operations of Employment Agencies.
- Attend seminars, workshops and other fora on behalf of the Ministry.

Performance Standards:

- Each employment agency visited and inspected twice per year.

- Statistical information submitted must be accurate, timely and reliable.
- Recommendations must be based on facts and must be relevant.
- List of agencies must be current.

Special conditions associated with the job:

- Extensive island-wide travelling required.
- Required to assist the police with information re-employment agencies.

Required Competencies (*Core and technical to be specified*):

- Good interpersonal skills
- Knowledge of relevant computer software
- Good oral and written communication skills
- Must be highly confidential

Minimum Required Education and Experience

First Degree in Management or Social Sciences or Equivalent or 2 years experience as an Inspector in the Ministry.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, August 29, 2025** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: resume@mlss.gov.jm
The complete job descriptions may be viewed on our website at:- www.mlss.gov.jm
Please note that only shortlisted persons will be contacted.