



## 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:-

#### **INDUSTRIAL SAFETY INSPECTOR (SOG/ST 6) (VACANT)**

**\$5,198,035 - \$6,990,779 per annum**

Applications are invited from suitably qualified officers to fill the position of **Industrial Safety Inspector (SOG/ST 6) (Vacant) within the Industrial Safety Division, Manchester Local Office.**

#### **JOB PURPOSE**

To ensure the health, safety and welfare of workers as stipulated by law by means of the inspection of factories, construction sites (including works of engineering construction), ships and docks and conducting of industrial accident investigations.

#### **KEY OUTPUTS**

- Itineraries are prepared and submitted
- Factories, Building sites and Ships are inspected
- Industrial accidents are investigated
- Special investigations are conducted
- Draft letters / reports are prepared (and typed)
- Letters are vetted and initialed / signed
- Files are found and retrieved as required.
- Files are stored in an alphanumeric order.
- Customer / client queries / complaints are attended to.
- Files are created as required.

#### **KEY RESPONSIBILITY AREAS**

- Prepares and submits itineraries for approval
- Inspects workplaces and conducts industrial accident investigations.
- Prepares draft letters
- Vets and initials / signs the typed letters
- Date stamps incoming correspondence.
- Finds files and maintains the card mark-out / filing system.
- Creates new files and/ or volumes.
- Provides customer service.
- Attends workshops/seminars as directed.
- Attends Resident Magistrate Court
- Assists with the approval of building plans
- Attends Parish Council Building and Planning Committee Meetings
- Assists and participates in OSH projects

#### **REQUIRED COMPETENCES**

- Written communication
- Methodical
- Teamwork and Cooperation
- Use of Technology
- Compliance
- Adaptability
- Technical skills

- Knowledge of the Factories Act and Regulations
- Customer service skills.
- Knowledge of records information management / filing systems.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- 1<sup>st</sup> Degree in Pure & Applied Sciences, Engineering, Occupational Safety and Health
- Two (2) years working experience in related field
- Access to a reliable motor vehicle

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Requires residency in a rural parish; Requires travelling; May require overseas travel for training courses; respond to emergencies and reports of occurrences of serious/fatal accidents day or night and on weekend, Attending and giving evidence in court.

Please submit applications accompanied by resumes to: [resume@mlss.gov.jm](mailto:resume@mlss.gov.jm) no later than **Friday, February 13, 2026** addressed to

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

**Please note that only shortlisted persons will be contacted.**