



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF  
JAMAICA  
**MINISTRY OF HEALTH**

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JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Environmental Health Specialist 2 (Food Safety)
<b>JOB GRADE:</b>	SEG 2
<b>DEPARTMENT:</b>	Health Promotion and Protection Division (Environmental Health Unit)
<b>REPORTS TO:</b>	Director of Environmental Health
<b>MANAGES:</b>	

This document is validated as an accurate and true description of the job as signified below

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Employee

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Date

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Head of Department/Division

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Date

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Date received in Human Resource Division  
created/revised

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Date

## **JOB PURPOSE**

To provide direction and management of the Food Safety Programme of the Environmental Health Unit and to ensure that the nation's food is safe for human consumption.

## **KEY OUTPUTS**

1. Policy Recommendations developed.
2. Technical Advice given.
3. Food safety norms, standards and protocols developed.
4. Reports prepared and presented.

## **KEY RESPONSIBILITY AREAS**

### **Management and Administrative**

1. Formulates a National Food Safety Policy and develops programmes to ensure that the national food supply is safe for human consumption.
2. Provides technical advice on food safety issues.
3. Represents the Ministry at regional and international conferences and symposia on food safety
4. Participates in the development of the operational plans and budget for the Environmental Health Section.
5. Prepares and submit reports

### **Technical**

6. Develops and guides the implementation of systems in order to enhance food safety.
7. Interprets regional and international agreements and regulations for the national food safety programme.
8. Guides inter-sectoral cooperation between the Ministry of Health and the industry on food safety matters.
9. Monitors the activities of the Regions in the implementation of food safety programmes and provides the Directors, Environmental Health

with reports/ updates

10. Collaborates with the Standards and Regulation Branch in developing norms and protocols for licensing, inspecting and certifying food service establishments.
11. Develops criteria for classifying food handling establishments based on the dangers they pose to food safety.
12. Interfaces with Consultants to the Ministry on food safety matters and provides technical reviews of reports submitted by them.
13. Recommends policies and guidelines regulating the importation of foods.

### **Human Resource Management**

14. Identifies training needs for the industry and assists with the development of a model food safety training programme for the hospitality sector and the wider food-handling industry.
15. Develops a programme for the accreditation of trainers in food safety.
16. Designs/reviews the health certification programme for food handlers.

### **Other**

17. Performs other duties and responsibilities as may be determined by the Ministry of Health from time to time.

### **PERFORMANCE STANDARDS**

1. A national food safety policy formulated
2. The Hazard Analysis Critical Control Point (HACCP) system is developed and implemented.
3. A classification system for food handling establishments is developed.

## **REQUIRED COMPETENCIES**

<b>Critical Functional/Technical Competencies</b>	<b>Levels</b>
In-depth knowledge of Public Health Laws and Regulation	
Strong knowledge of the laws and regulations, locally and internationally, relating to food safety in public health	
Excellent report writing skills	

<b>Critical Core Competencies</b>	<b>Levels</b>
Excellent oral communication skills	
Excellent written communication skills	
Excellent leadership skills	
Ability to work in a team	
Excellent planning and organizing skills	
Excellent strategic thinking skills	

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelors Degree in Environmental Health or Equivalent - or
- Diploma in Public Health Inspection
- Masters Degree in Public Health or Equivalent - plus
- Minimum of five (5) years working experience in Food Safety

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

- Numerous critical deadlines.
- Required to travel overseas.
- Demonstrate a high level of integrity and professionalism.

## **AUTHORITY**

- Develop proposals/plans to improve the nation's food safety
- Represent the Ministry at National and international conferences on  
food safety

