



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

BSJ Bureau of
Standards
Jamaica

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

**Manager, Standards Development
Standards Development Branch
Pay Scale: \$6,333,301, - \$8,517,586**

Reporting Relations:

Reports to: Director, Standards Division

Supervises:

1. Senior Standards Development Officers
2. Standards Development Officers
3. Administrative Assistant

Summary of Position:

The incumbent plans, implements and monitors standards development and certification activities of the Bureau of Standards Jamaica in order that it achieves its mission of promoting competitiveness of Jamaican producers, facilitating trade and protecting consumers.

Major Duties and Responsibilities:

- Manages the implementation of the policy directives of the Standards Council of the BSJ by overseeing the planning, organizing and controlling of the operational activities of the Standards Development Branch.
- Monitors the expenditure and income of the branch
- Prepares the branch's annual objectives in consultation with the Director, Standards division and subordinates based on the organizational mission, goals and objectives.
- Evaluates and monitors outcomes of branches objectives and make strategic or operational recommendations to the Director, Standards division to ensure objectives are met.
- Ensures the development of the branch's annual budget and ensures that variances are favorable in relation to the budgeted expenditure.

- Prepare monthly operational variance report for division.
- Provides technical information to the management of the BSJ in the review and approval of draft standards developed by committees of industry and submitted to be considered for promulgation as national standards.
- Liaises with the BSJ Management team to ensure convergence and synergies in attaining the organizational objectives.
- Assesses standards related concerns with a view to effect solutions that will enhance Jamaica's trade position locally and internationally.
- Supports strategic partnerships and alliances with support sector agencies through various mediums.
- Guides the Standards Development branch in effecting best practices to enhance sustainable economic situation of the BSJ.
- Advocates the Jamaican position on standardization matters at local and international meetings and conferences.
 - Guides to the effectiveness and efficiency of the staff to ensure the execution of the BSJ's mission.
 - Conduct scheduled evaluations of personnel directly under control, and make recommendations for improvement.
- Administers company rules and regulations.

Minimum Educational Requirements:

- MSc Degree in Business Administration or Management Studies
- Training in Supervisory Management
- Advance Computer literacy in Microsoft Office Suite

Experience:

- Three (3) years' experience in a middle management position, of which at least two (2) years are in a scientific organization

Knowledge, Skills and abilities:

- Expert knowledge in Conformity Assessment Programmes
- Comprehensive knowledge of the BSJ's Acts and Regulations
- Comprehensive knowledge of the operations of the BSJ's and its core functions

- Comprehensive knowledge of Standards Development procedures and concepts
- Working knowledge of Research Methodology
- Ability to meet deadlines
- Ability to prepare variance reports
- Excellent interpersonal and communications skills.
- Excellent leadership and motivational skills.
- Excellent customer service attitude

Applications must be submitted no later than

10 April 2026 at 4:00 p.m. by email to:

Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

Email: HRMD@bsj.org.jm