



**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, Electrical & Electronics
Electrical & Electronics Branch
Pay Scale: \$6,333,301, - \$8,517,586**

Reporting Relations:

Reports to: Director, Metrology and Testing Division

Supervises:

1. Senior Metrologist
2. Metrologist
3. Senior Technical Officer
4. Technical Officer
5. Senior Technician
6. Technicians

Summary of Position:

The Manager, Electrical & Electronics, plans, co-ordinates controls and provides technical/administrative support to the activities of the Branch in order to meet divisional objectives.

Major Duties and Responsibilities:

- Prepares the Branch's annual objectives in consultation with Director, Metrology and Testing and subordinates.
- Assigns tasks to subordinates based on Branch's annual objectives.
- Prepares (annually) and implements training plan for subordinates to ensure competence in performing their duties.
- Convenes weekly meetings with subordinates to monitor outcomes of unit or individual objectives and to make operational changes that will result in their meeting the objectives/completing activities.

- Meets bi-weekly to monitor and assess divisional plans and progress and to make changes where necessary.
- Reviews and approves all technical reports, invoices and job costing schedules emanating from the Branch.
- Recommends and specifies the purchase of all supplies and equipment (local and foreign) required by the Branch.
- Prepares annual estimates of revenue and expenditures for the Branch.
- Develops and implements projects, which establish new or improved technology in electrical measurement and testing, and assist in the process of incorporating these technologies in plans/programmes of the division/BSJ.
- Facilitates international trade (export/import) by developing global confidence in local testing and measuring capabilities by ensuring that the Branch participates in and coordinates Inter-comparison / Proficiency Testing measurement exercises with other recognized NMIs.
- Plans the development and expansion of Branch functions to meet identified industrial/national needs through the preparation and submission of project documents to Standards Council/GOJ for approval.
- Prepares monthly and annual reports on the activities of the Branch, for presentation to the Standard Council through the Director, Metrology & Testing and Executive Director.
- Represents BSJ at meetings and conferences as required.
- Exercises general disciplinary control over the staff of the Branch, carry out semi-annual performance appraisals and make recommendations for promotion where necessary.
- Participate in the recruitment process to fill various posts in the Branch (in collaboration with the Manager, HRM&D and Director, Metrology & Testing).
- Under the general direction of various technical committees, participates in the development and promulgation of Jamaican Standard Specifications for Electrical and Electronics Practices and Products.
- Organizes and directs tests, calibrations, research and surveys into the performance of Electrical designs and apparatus as requested by the Government, Technical Committees, consumers (through complaints) and private companies.

- Ensures the calibration and maintenance of reference standards for measurements in the areas of AC/DC voltage, current, resistance and electrical energy, in a manner that guarantees accuracy of measurements and international traceability.
- Advises the Director – Metrology & Testing Division, Executive Director, other Divisional Directors, Government Officials on matters pertaining to Metrology and Testing in the area of Electrical/Electrical Engineering.
- Gives technical advice that may guide BSJ's representatives when voting on behalf of Jamaica with respect to the creation of international standards.
- Collaborates with the Director, Metrology & Testing Division and the Director, Finance and Accounts, to ensure optimum utilization of the Branch's resources.
- Represents the Bureau of Standards at international meetings of SIM working groups meetings, or meetings of other organizations on matters pertaining to Electrical/Electronics Engineering and Engineering Metrology and Testing, as well as matters pertaining to bilateral technical cooperation programmes with other countries.

Minimum Educational Requirements:

- Master's Degree in Electrical/Electronics or Computer/Electrical Engineering or Applied Science
- Diploma in Business Administration/Management Studies would be an asset.
- Specialized Training in Metrology, and Quality Management Systems.
- Computer Literate.

Experience:

- Four (4) years' experience in Electrical/Electronics or Computer/Electrical Engineering or Applied Science, of which at least two (2) years are at the supervisory level
- At least 1 of the 4 years should be in Project Development and Management
- At least 1 of the 4 years should be in quality system development and maintenance

Knowledge, Skills and abilities:

- Comprehensive knowledge of the Standards and Weights and Measures Acts and Regulations.
- Working knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment calibration and testing.
- Working knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Working knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Working knowledge of project management principles and practices
- Working knowledge of quality management systems
- Sound knowledge of metrology [AC/DC] and equipment calibration principles and processes
- Ability to lead a team
- Ability to meet stipulated deadlines
- Ability to solve technical problems
- Good interpersonal and communications skills.
- Good leadership and motivational skills.
- Excellent customer service attitude.
- Excellent Team Player.
- Impeccable integrity

Applications must be submitted no later than

8 May 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