



**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, Quality and Environmental Management Systems
Quality and Environmental Management Systems Unit
Pay Scale: \$6,333,301, - \$8,517,586**

Reporting Relations:

Reports to: Executive Director

Supervises:

1. Senior Occupational Safety & Health (OSH) Officer
2. Senior Quality and Environmental Management Systems (QEMS) Officer

Summary of Position:

The Manager, Quality and Environmental Management System is responsible for providing the strategic leadership of the BSJ's Quality, Environmental and Laboratory Management Systems to facilitate ongoing performance improvement and sound environmental practices. This is inclusive of developing and implementing systems in accordance with established international standards as well as utilizing various approaches to ensure continuous improvement and maintenance. The incumbent aims to ensure that the services provided by the BSJ meet both external and internal requirements, including legal compliance and customer expectations as well as conformance to international standards for quality while minimizing damage to the environment.

Major Duties and Responsibilities:

- Oversee the operations of the Occupational Safety & Health (OSH) portfolio to ensure the effective implementation of all BSJ OSH Programmes
- Develops a documented plan for Quality Management Systems, Environmental Management Systems & Laboratory Management Systems in accordance with the requirements of ISO 9001, ISO 14001 and ISO/IEC 17025;
- Guides the implementation of Quality and Environmental Management Systems as well as Laboratory Management Systems;
- Maintains quality systems by conducting gap audits periodically to determine non-conformances and recommend appropriate action;

- Implements and maintains an internal audit system by seeking and coaching new auditors to promote quality achievement and performance improvement throughout the organization;
- Liaises with departments to ensure that QEMS objectives are documented, reviewed and revised to support continual improvement;
- Sets quality assurance compliance objectives and ensures that targets are achieved;
- Guides /coordinates the preparation of quality management system documentation;
- Develops a process of approval, issue and control of quality management system records;
- Identifies relevant quality-related training needs and delivers such training;
- Promotes continuous process improvement techniques and encourages staff participation in the identification of potential problems before they become non-conformances;
- Provides guidance to the executive leadership in response to environmental events and regulatory notice of non-compliance (government directives, fines, etc);
- Manages critical outcomes and performance indicators and report to senior management periodically on the performance of all management systems;
- Maintains a cost efficient and regulatory compliant lifecycle focused waste management (aspects & impacts) service that fully incorporates pollution prevention and other minimization strategies;
- Participates in recruiting and managing the performance of staff for the unit as required; and
- Undertakes any other reasonable duties that may be assigned.

Minimum Educational Requirements:

Preferred

- Master of Science in Strategic Quality Management
- Bachelor's degree in environmental/Natural Sciences
- Lead Auditor/Auditor certification in EMS and QMS auditing
- Computer Literacy in Microsoft Office

Or

- Master's degree in business/public administration
- Bachelor's Degree in Environmental/Natural Science
- Lead Auditor/Auditor certification in EMS and QMS auditing
- Computer Literacy in Microsoft Office

Or

- Bachelor's degree in the Natural Sciences
- Lead Auditor/Auditor certification in EMS and QMS auditing
- Computer Literacy in Microsoft Office

Experience:

Demonstrated quality management experience evidenced by:

- At least 5 years' experience in a senior management position with responsibility for implementing and maintaining an internationally recognized quality and or environmental management system
- Experience as a management representative for the implementation of a Quality and Environmental Management System would be a distinct asset.

Knowledge, Skills and abilities:

- Comprehensive knowledge of international standards for quality, environmental and laboratory management systems such as: ISO 9001, ISO 14001 and ISO/IEC 17025)
- Comprehensive knowledge of document control procedures
- Comprehensive knowledge of record control procedures
- Knowledge of process based auditing
- Knowledge of root cause analysis
- Comprehensive knowledge of environmental compliance (air, water, waste) and protection programmes, waste management operations and Environmental Management Systems.
- Comprehensive knowledge of regulatory framework
- Sound strategic planning skills
- Excellent leadership skills
- Excellent customer service skills
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Ability to meet deadlines within stipulated budgets
- Ability to conduct gap audits and recommend appropriate interventions

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