



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry



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, Testing and Industrial Services (Level 9) –
Testing and Industrial Services Branch
Pay Scale: \$6,649,966, - \$8,943,465**

Reporting relationships:

Report to: Director, Metrology and Testing

Supervises:

- Technical Specialist
- Senior Technical Officer
- Technical Officers
- Senior Technicians
- Technicians

Summary of Position:

The Manager, Testing & Industrial Services, plans, co-ordinates, controls and provides technical support and leadership to the activities in order to meet divisional objectives. The main objective of the Metrology & Testing Division is to provide appropriate measuring, testing services and approval of new building systems according to the national building code to external and internal clients.

Major Duties and Responsibilities:

Regular duties personally carried out

a) Supervisory/Administrative Duties

- Plans, organizes and controls the operations of the Department by performing general supervisory and HR functions.
- Meets bi-weekly with team to monitor and assess divisional plans and progress and to make changes where necessary.
- Develops and implement projects, which establish new or improved technology in the built environment testing and assist in the process of incorporating these technologies in plans/programmes of the division/BSJ.

- Manages the preparation of, and assuming final responsibility for all technical reports emanating from the Department.
- Directs and provides advice on the testing of building materials submitted by industrial/commercial organisations, government agencies and any other members of the public.
- Conducts Building System Assessment / Technical Evaluation according to the national building code
- Initiates changes and improvements in methods and techniques by keeping abreast of technological developments in the variety, use, and methods of testing of construction materials, products and assemblies.
- Plans the development and expansion of departmental functions to meet identified industrial/national needs through the preparation and submission of project documents for the Standards Council/GOJ for projects requiring local or international funding.
- Prepares reports on the activities of the department as requested
- Participates in the planning and monitoring of the corporate, operational plans and budget of the Department within the organisational framework.
- Checks and approves all requisitions made and job costing schedules prepared for the invoicing of clients.
- Performs general procurement of supplies and equipment required by the laboratories in accordance with GOJ and BSJ Guidelines.
- Facilitates international trade (export/import) by developing global confidence in local testing capabilities by ensuring that the department participates in and coordinate Inter-comparison / Proficiency Testing measurements exercise with other recognized standard body and testing laboratories.
- Plans the development and expansion of departmental 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 department, for presentation to the Standard Council through the Director, Metrology & Testing Division and Executive Director.
- Represents BSJ at meetings and conferences as required.
- Exercises general disciplinary control over the staff of the department, carry out semi-annual and annual performance appraisals and make recommendations for promotion where necessary.
- Participates in the recruitment process to fill various posts in the department (in collaboration with the Director, HR and Director, Metrology & Testing).
- Under the general direction of various technical committees, participates in the development and promulgation of Jamaican Standard Specification for the Built Environment.
- Organize and direct tests, research and surveys into the performance and of the Testing & Industrial Services Branch services and apparatus as requested by the government, technical committees, consumers (through complaints) and private companies.
- Advises the Director, Metrology & Testing Division, Executive Director, other Divisional Directors, and Government Officials on matters pertaining to the Built Environment on testing in the area of Testing & Industrial Services Branch.

- Collaborates with Standards Division and National Certification Body of Jamaica (NCBJ) to organize the work necessary for regular auditing of companies that are certified by the BSJ.
- 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 Financial Manager to ensure optimum utilization of the department's resources.

b) Technical Duties Personally Carried Out

- Participates in standards development and other committees and provides technical support as required
- Provides the destructive and non-destructive testing services required by the local industrial and construction sectors in accordance with established standards and test methods
- Participates in the formulation of strategies, policies and procedures.

c) Duties Directed Through Subordinates

- Leads the process of preparing laboratories for international recognition, including development of their quality system
- Represents the BSJ at different fora as required.
- Assesses inventions and new designs of existing inventions as a basis for awarding patents.
 - Assesses proposed building systems to determine their suitability for local implementation.
 - Conducts technical auditing for authorization and certification programmes.
 - Performs any other related duties as required

Unusual requirements/working conditions:

The position, due to its nature, may require:

- Office environment
- Laboratory work
- Frequent long meetings
- Extended work hours
- Travelling locally and overseas

Minimum Educational Requirements:

- Master's Degree in Construction Management/ Construction Project Management/ Materials Engineering/ Civil Engineering / Structural Engineering or Applied Science or equivalent
- Specialized Training in Materials Testing and Quality
- Specialized training in method validation, structural engineering, metrology, standards development or principles of a laboratory quality systems
- Conversant with Government Procedures for overseas travel, procurement, etc.
- Certification or training in Management (Human Resources or Supervisory)
- Advance computer literacy in Microsoft Office Suite

Experience:

- Preferably four (4) years' experience in Construction Management, Construction Project Management, Materials Engineering, Civil Engineering / Structural Engineering, Building System Assessment/Technical Evaluation or Applied Science
- Building System Assessment / Technical Evaluation according to the national building code.
- Civil Engineering / Structural Engineering, Construction Management or Materials Engineering.

Knowledge, Skills and abilities:

- Working knowledge and understanding of measurement uncertainty
- Working knowledge of the Standards Act, the Weights and Measures Act, and the Processed Foods Act.
- Conversant with good laboratory safety principles
- Working knowledge of Laboratory Quality Systems Procedures
- Excellent troubleshooting and problem solving skills
- Ability to function with minimum supervision
- Excellent technical writing skills
- Ability to transfer knowledge, to train others in the division and/or organization
- Ability to plan, coordinate, and delegate activities
- Analytical and focused
- Knowledge in Project Development and Management
- Good interpersonal and communication (both oral and written) skills
- Excellent customer service skills
- Excellent leadership and motivational skills
- Flexible to cooperate with or assist in other areas outside his/her specialization

Applications must be submitted no later than

30 October 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