



**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:

Senior Quality and Environmental Management Systems Officer (Level 8)
Quality and Environmental Management Systems Unit
Pay Scale: \$5,457,937, - \$7,340,318

Summary of Position:

The Senior Quality and Environmental Management Systems (QEMS) Officer is responsible for providing support for the implementation of the Bureau's Quality, Environmental and Laboratory Management Systems. This is inclusive of working along with the QEMS Manager in developing and implementing the systems in accordance with established international standards as well as utilizing various approaches to ensure continuous improvement and maintenance. The incumbent aims to provide assistance in ensuring 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:

- Deputizes for the Manager, Quality and Environmental Management Systems when required to do so.
- Provide guidance and support to all divisions/departments/units to ensure that Standard Operating Procedures and other documentation and processes conforms to the requirements of the QEMS.
- Develop and maintain the Corrective/Preventative Action Programme (CAPA).
- Coordinate monthly verification audits for Corrective/Preventive Actions and secure post audit verification deliverables.
- Develop the annual Quality and Environmental Internal Audit Programme in accordance with International Standards and as per QEMS Scope.
- Coordinate pre-audit activities for Internal Systems Audits.
- Assist with the maintenance of the Risk Management Programme in accordance with International Standards and as per QEMS Scope.
- Compile QEMS documentation updates and reports as requested (eg. Monthly reports).
- Provide support to QEMS Coordinators and promote continuous improvement.
- Participate in Internal Systems Audits ISO 9001, 14001, 17025 and other standards as required.

- Interpret governing ISO Standards (9001, 14001, ISO/IEC 17025 etc.) and make recommendations for continuous improvement of the QEMS.
- Keep up to date with changes to the requirements of the ISO standards.
- Conduct annual timely reviews of QEMS documentations and make recommendations.
- Participate in the strategic planning and budgeting process of the Unit.
- Assist with the maintenance of the obsolete archive for QEMS documents.
- Assist with the review of the Significant Environmental Aspect and Impact and incorporate pollution prevention and other minimization strategies.
- Attend fora as requested.
- Facilitate the orientation for new staff in QEMS requirements.
- Assist with administrative duties as it relates to the QEMS Unit.
- Perform any other related duties.

Unusual requirements/working conditions:

- Working in potentially hazardous environments such as laboratories

Minimum Educational Requirements:

- Bachelor's Degree in Natural Science or Equivalent.
- Lead Auditor/Auditor certification in EMS and QMS auditing

Experience:

- At least 3 years' experience in a position working closely with implementing and maintaining an internationally recognized quality and or environmental management system.

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 Quality and Environmental Systems auditing
- Good planning, decision making and analytical organizational & time management skills.
- Good negotiating, presentation, conflict management, interpersonal and human relation skills
- Knowledge of root cause analysis
- Excellent written and oral communication skills
- Ability to meet deadlines within stipulated budgets.
- Ability to solve simple problems as it relates to Information Technology (IT)

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