

POSITION ANNOUNCEMENT

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| JOB TITLE: | Veterinarian (Animal Health Inspection Program Coordinator) |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Veterinary Services |
| <p>SUMMARY: The Animal Health Inspection Program Coordinator reports to the Veterinary Services (VS) Director and is responsible for the planning of the inspection program as well as the management and training of all staff involved in inspection activities. The successful candidate shall have strong teaching, communication, written and organizational skills to ensure that the inspection program is planned and managed effectively so as to implement and enforce the Act and to liaise with collaborating agencies in order to do so. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the Veterinarian (Animal Health Inspection Program Coordinator) include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist in establishing and implementing an inspection plan and program; ➤ Identify and monitor prospective inspectors in the school and elsewhere; ➤ Train and facilitate the training of staff involved in inspection activities in BAHFSA and collaborating agencies; ➤ Organize/plan training workshops and other activities; ➤ Collaborate with agencies involved in inspection activities to establish inspection programs within each agency; ➤ Prepare presentation materials; ➤ Assist with public and agency awareness of SPS and other implementation activities; ➤ Engage in on the job training opportunities; ➤ Other responsibilities as requested. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Possess animal health inspection knowledge; ➤ Possess basic office and computer skills in using Microsoft Word, Excel and PowerPoint; ➤ Have organizational, communication, office management and teaching skills; ➤ Be able to work independently and interact professionally when addressing staff and visitors; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously. ➤ Be research oriented (ideal if the applicant has participated in research in the past) | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Doctor of Veterinary medicine degree or an accepted equivalent; ➤ A minimum of two (2) years' work experience in inspection programs and training. | |
| <p>Salary for the post: \$45,450 - \$ 55,950 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 1. A cover letter of interest highlighting work experience and accomplishments; 2. Current Curriculum Vitae or Resume; 3. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Veterinarian (Animal Health Inspection program Coordinator)</i></p> | |

POSITION ANNOUNCEMENT

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| JOB TITLE: | Veterinarian (Surveillance Coordinator) |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Veterinary Services |
| <p>SUMMARY: The Surveillance Coordinator reports to the Veterinary Services (VS) Director and is responsible for planning and implementing a program to prevent, survey and prepare for, monitor and respond to animal health emergencies including diseases and pests of interest to prevent their introduction or spread. The successful candidate shall have strong communication, written and organizational skills to ensure that the surveillance program is running smoothly and be able to liaise with other staff in the VS and collaborating agencies to implement the program. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the Surveillance Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist with planning an effective program for the prevention, traceability, surveillance, monitoring, preparedness and response to animal health emergencies including diseases, pests and other conditions of animal, human or environmental health concern; ➤ Liaise with collaborating agencies and staff nationally, regionally and internationally in order to implement the plan; ➤ Assist with establishing and manage a diagnostic plan to develop the capacity and program required to effectively implement and support the surveillance program; ➤ Organize/plan meetings (inquire about participants' availability) and other events; it may require research of vendor pricing; ➤ Establish a traceability program for local and imported animals and animal products; ➤ Prepare presentation materials and conduct meetings, workshops and other fora to assist in implementing the surveillance plan; ➤ To assist with training of animal health inspectors and staff in collaborating agencies along with agro-producers and the public in the identification, reporting and response to diseases, pests and other animal health emergencies; ➤ Assist with documentation of information; ➤ Store/file, organize and manage files; ➤ Type, edit and proofread documents; ➤ Attend national, regional and international meetings; ➤ Engage in on the job training opportunities; ➤ Other responsibilities as requested. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Proven knowledge and experience in animal health diagnostics, surveillance and traceability programs; ➤ Be able to work independently and interact professionally when addressing staff and visitors; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously. ➤ Be research oriented (ideal if the applicant has participated in research in the past) | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Doctor of Veterinary Medicine degree or equivalent; ➤ A minimum of two (2) years' work experience in surveillance and/or diagnostics. | |
| <p>Salary for the post: \$45,450 - \$ 55,950 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 4. A cover letter of interest highlighting work experience and accomplishments; 5. Current Curriculum Vitae or Resume; 6. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant</i></p> | |

POSITION ANNOUNCEMENT

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|---|---------------------------------|
| JOB TITLE: | Administrative Assistant |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Veterinary Services |
| <p>SUMMARY: The Administrative Assistant reports to the Veterinary Services (VS) Director and is responsible for the day-to-day office maintenance of the VS. The successful candidate shall have strong communication, written and organizational skills to ensure that the office is running smoothly and be able to liaise with other office personnel to address their needs. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the Administrative Assistant include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Provide office support to the Director, officers and other Unit professionals; ➤ Perform clerical duties such as answering phones, taking memos, and maintaining files, sending and receive correspondence, as well as greet clients; ➤ Be able to monitor and record expenditures within the Unit using Microsoft Excel; ➤ Organize/plan meetings (inquire about participants' availability) and other events; it may require research of vendor pricing; ➤ Schedule appointments; ➤ Prepare presentation materials; ➤ Assist with documentation of information; ➤ Store/file, organize and manage files; ➤ Type, edit and proofread documents; ➤ Take dictation or record the minutes of a meeting; ➤ Prepare meeting minutes in a timely manner; ➤ Engage in on the job training opportunities; ➤ Other responsibilities as requested. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Possess basic office and computer skills in using Microsoft Word, Excel and PowerPoint; ➤ Have organizational, communication, office management, and basic bookkeeping and accounting skills; ➤ Be able to work independently and interact professionally when addressing staff and visitors; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously. | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Associate's degree. Preferred degree in secretarial science, office management or any other clerical degree; ➤ A minimum of two (2) years' work experience. | |
| <p>Salary for the post: \$30,250- \$ 39,350 X \$700 per annum. * Salary will be commensurate with qualifications and experience.</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 7. A cover letter of interest highlighting work experience and accomplishments; 8. Current Curriculum Vitae or Resume; 9. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant</i></p> | |

POSITION ANNOUNCEMENT

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|---|---------------------------------|
| JOB TITLE: | Administrative Assistant |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Food Safety and Quality |
| <p>SUMMARY: The Administrative Assistant reports to the Food Safety and Quality (FSQ) Director and is responsible for the day-to-day office maintenance of the FSQ Unit. The successful candidate shall have strong communication, written and organizational skills to ensure that the office is running smoothly and be able to liaise with other office personnel to address their needs. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the Administrative Assistant include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Provide office support to the Director, officers and other Unit professionals; ➤ Perform clerical duties such as answering phones, taking memos, and maintaining files, sending and receive correspondence, as well as greet clients; ➤ Be able to monitor and record expenditures within the Unit using Microsoft Excel; ➤ Schedule/plan meetings (inquire about participants' availability) and other events; it may require research of vendor pricing; ➤ Schedule appointments; ➤ Prepare presentation materials; ➤ Assist with documentation of information; ➤ Store/file, organize and manage files; ➤ Type, edit and proofread documents; ➤ Take dictation or record the minutes of a meeting; ➤ Prepare meeting minutes in a timely manner; ➤ Engage in on the job training opportunities; ➤ Other responsibilities as requested. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Possess basic office and computer skills in using Microsoft Word, Excel and PowerPoint; ➤ Have organizational, communication, office management, and basic bookkeeping and accounting skills; ➤ Be able to work independently and interact professionally when addressing staff and visitors; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously. | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Associate's degree. Preferred degree in secretarial science, office management or any other clerical degree; ➤ A minimum of two (2) years work experience. | |
| <p>Salary for the post: \$30,250- \$ 39,350 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 10. A cover letter of interest highlighting work experience and accomplishments; 11. Current Curriculum Vitae or Resume; 12. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant</i></p> | |

POSITION ANNOUNCEMENT

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|--|---|
| JOB TITLE: | Food Safety Inspector (Surveillance Programme Coordinator) |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Food Safety and Quality |
| <p>SUMMARY: The Food Safety and Quality (FSQ) Surveillance Programme (SP) Coordinator reports to the FSQ Director and is responsible for planning and implementing a program to survey, monitor, prevent and respond to diseases and pests of interest to prevent their introduction or spread in the food chain. The successful candidate shall have strong communication, written and organizational skills to ensure that the surveillance program is running smoothly and be able to liaise with other staff in the FSQ Unit and collaborating agencies to implement the program. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the IP Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist in establishing and implementing a surveillance plan and program to monitor, trace, prevent and respond to diseases, pests and other conditions that affect food safety and quality; ➤ Collaborate locally and internationally with enforcement agencies to implement the plan; ➤ Prepare presentation materials to assist in identifying, reporting and responding to diseases, pests and other agents that affect food safety and quality; ➤ Identify and plan training workshops and other activities to build staff capacity; ➤ Prepare presentation materials; ➤ Engage in on the job training opportunities; ➤ Other responsibilities as requested. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Proven knowledge and experience in food safety systems and foodborne disease diagnostics, surveillance and traceability programs; ➤ Possess basic office and computer skills in Microsoft Word, Excel and PowerPoint; ➤ Have organizational, communication, training and research skills; ➤ Be able to work independently and interact professionally when addressing staff, clients and industry colleagues; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously ➤ Be research oriented (ideal if the applicant has participated in research in the past) | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Master of Science degree; Preferred degree in Food Microbiology, Food Chemistry, Biology, Biochemistry or other relevant natural science or applied degree; ➤ An equivalent combination of training and experience of at least 2 years indicating possession of the preceding knowledge, skills and abilities. | |
| <p>Salary for the post: \$39,450- \$ 49,250 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 13. A cover letter of interest highlighting work experience and accomplishments; 14. Current Curriculum Vitae or Resume; 15. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Surveillance Programme Coordinator</i></p> | |

POSITION ANNOUNCEMENT

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|---|---|
| JOB TITLE: | Food Safety Inspector (Inspection Programme Coordinator) |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Food Safety and Quality |
| <p>SUMMARY: The Food Safety and Quality (FSQ) Inspection Programme (IP) Coordinator reports to the FSQ Director and is responsible for the planning of the inspection program as well as the management and training of all staff involved in inspection activities. The successful candidate shall possess strong instructional, communication, written and organizational skills to ensure that the inspection program is planned and managed effectively and that the FSQ Act is being enforced by the collaborating agencies. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the IP Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist in establishing and implementing an inspection plan and program; ➤ Identify prospective inspectors within the public and private sectors, including College graduates; ➤ Facilitate the training of Inspectors on staff at BAHFSA and collaborating agencies on behalf of BAHFSA; ➤ Identify and plan training workshops and other activities to build staff capacity; ➤ Collaborate with agencies involved in inspection activities to establish inspection programs within each agency; ➤ Prepare presentation materials; ➤ Assist with public and agency awareness of SPS measures and various food safety systems; ➤ Engage in on the job training opportunities; ➤ Other responsibilities as requested. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Have strong background and knowledge of food safety systems and inspection prerequisites for food establishments; ➤ Possess basic office and computer skills in Microsoft Word, Excel and PowerPoint; ➤ Have organizational, communication and training skills; ➤ Be able to work independently and interact professionally when addressing staff, clients and industry colleagues; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously. ➤ Be research oriented (ideal if the applicant has participated in research in the past) | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Master of Science degree; Preferred degree in Food Science, Food Auditor or other relevant natural science or applied degree; ➤ An equivalent combination of training and experience of at least 2 years indicating possession of the preceding knowledge, skills and abilities. | |
| <p>Salary for the post: \$39,450- \$ 49,250 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 16. A cover letter of interest highlighting work experience and accomplishments; 17. Current Curriculum Vitae or Resume; 18. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Inspector Programme Coordinator</i></p> | |

POSITION ANNOUNCEMENT

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| JOB TITLE: | Plant Health Officer (Inspection Program Coordinator) |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Plant Protection |
| <p>SUMMARY: The Plant Health Inspection Program Coordinator reports to the Director of Plant Protection and is responsible for the planning of the inspection program as well as the management and training of all staff involved in inspection activities. The successful candidate shall have strong teaching, communication, written and organizational skills to ensure that the inspection program is planned and managed effectively so as to implement and enforce the Act and to liaise with collaborating agencies in order to do so. This individual must be able to multitask and may be required to travel on occasion.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties of the Plant Inspection Program Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Assist in establishing and implementing an inspection plan and program; ➤ Inspecting and certifying plants, plant products and other regulated articles for export; ➤ Train and facilitate the training of staff involved in inspection activities in BAHFSA and collaborating agencies; ➤ Organize/plan training workshops and other activities; ➤ Collaborate with agencies involved in inspection activities to establish inspection programs within each agency; ➤ Prepare presentation materials; ➤ Assist with public and agency awareness of SPS and other implementation activities; ➤ Engage in on the job training opportunities; ➤ Performing miscellaneous job-related duties as required. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Possess plant health inspection knowledge, entomology, horticulture, plant pathology, plant protection or general agricultural practices; ➤ Proficiency in computer skills including Microsoft Word, Excel and PowerPoint; ➤ Ability to plan, organize and execute work, sound judgement and decision making ➤ Have organizational, effective communication, office management and teaching skills; ➤ Be able to work independently and interact professionally when addressing staff and visitors; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously. ➤ Be research oriented (ideal if the applicant has participated in research in the past) | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ➤ Master of Science Degree in Entomology, Horticulture, Plant pathology, Biology or related agricultural science or environmental science. ➤ An equivalent combination of training and experience of at least 2 years indicating possession of the preceding knowledge, skills and abilities. | |
| <p>Salary for the post: \$32,150- \$ 41,950 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 19. A cover letter of interest highlighting work experience and accomplishments; 20. Current Curriculum Vitae or Resume; 21. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Plant Health Inspection Coordinator.</i></p> | |

POSITION ANNOUNCEMENT

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|--|--|
| JOB TITLE: | Plant Health Inspector (Surveillance Coordinator) |
| TYPE OF VACANCY: | Staff |
| REPORTS TO: | Director |
| DEPARTMENT: | Plant Protection |
| <p>SUMMARY: Reporting to the Director of Plant Protection, the Plant Surveillance Coordinator is responsible for plant protection and quarantine activities. The Plant Protection and Quarantine Specialist will assist in strengthening the plant protection and quarantine system. This is an intrinsic thrust toward diversification as the impact of plant pests and diseases in the absence of regulation, surveillance and control systems is devastating. This will mitigate the unregulated and uncontrolled imports of plants and plant products and the incursions of new exotic pests and diseases, and provide a measure of bio-security for agriculture and the environment. The Plant Surveillance Coordinator is a position for a candidate with experience in plant quarantine and pest/disease diagnostic capacity, survey/eradication programs and conducting training and awareness raising for relevant stakeholders on plant quarantine and pest/disease diagnosis. The successful candidate will be someone with strong organizational and communication skills who is willing to travel as necessary.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Plant Surveillance Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> ▪ Developing plant protection and quarantine regulations. ▪ Developing a system for plant quarantine at the major air and sea ports in the Bahamas. ▪ Strengthening the plant pest/disease diagnostic capacity in the country through the identification of suitable equipment for plant quarantine facilities and establishment of the diagnostic laboratory. ▪ Providing systematic training for technical staff of BAHFSA's Plant Health Unit and other relevant stakeholders (to enhance their knowledge of laboratory management, plant quarantine and plant/pest disease diagnosis). ▪ Producing reports on project activities and the writing of training materials such as standard operational procedures manuals. ▪ Organizing pest survey programs and treatments for the control and subsequent eradication of newly introduced exotic pests. ▪ Working in accordance with national laws and regulations as it relates to the use of pesticides and the implementation of pesticide management programs. ▪ Planning and organizing various treatments and remedial measures of regulated articles for plant pests/diseases. ▪ Supervising phytosanitary inspectors. ▪ Performing miscellaneous job-related duties as required. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ➤ Proven knowledge and experience in plant health diagnostics, surveillance and the phytosanitary field; ➤ Be able to work independently and interact professionally when addressing staff and visitors; ➤ Be a team player and work effectively and supportively with others; ➤ Be able to handle multiple tasks simultaneously; and ➤ Have excellent computer skills. ➤ Be research oriented (ideal if the applicant has participated in research in the past) | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ▪ Master's degree in Agriculture, Plant Science or a closely related field. ▪ An equivalent combination of training and experience of at least 2 years indicating possession of the preceding knowledge, skills and abilities. | |
| <p>Salary for the post: \$32,150- \$ 41,950 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ol style="list-style-type: none"> 22. A cover letter of interest highlighting work experience and accomplishments; 23. Current Curriculum Vitae or Resume; 24. Copies of Relevant Qualifications and Certificates. | |
| <p>Submit electronically to: Email: bahfsa@bahamas.gov.bs Attention: Human Resources</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Plant Surveillance Coordinator.</i></p> | |

POSITION ANNOUNCEMENT

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| JOB TITLE: | Plant Health Inspector (PHYTOSANITARY INSPECTOR) |
| TYPE OF VACANCY: | STAFF |
| REPORTS TO: | DIRECTOR OF PLANT PROTECTION |
| DEPARTMENT: | PLANT PROTECTION |
| <p>SUMMARY: Reporting to the Director of Plant Protection, the Phytosanitary Inspector is responsible for the inspection of plants, plant products or other regulated articles, regulation and enforcement of phytosanitary measures at borders (ports of entry) and agricultural stations (including plant establishments) for the detection of plant pests and diseases to prevent their entry into the Bahamas.</p> | |
| <p>DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Phytosanitary Inspector include but are not limited to the following:</p> <ul style="list-style-type: none"> • Inspecting plants, plant products or other regulated articles for the presence of agricultural pests and for compliance with plant quarantine regulations. • Making preliminary identification of plant insect and disease pests once notified by the enforcement inspector. • Taking samples of specimens and sending them to specialists for further identification. • Inspecting plant establishments that are in contravention or suspected to be in contravention of the Plant Protection Act (2016). • Performing phytosanitary measures as necessary to control and prevent the spread of plant pests and diseases. • Investigating offences, suspected or alleged under the Plant Protection Act (2016). • Submitting written inspection reports to the Plant Protection and Quarantine Specialist. • Performing miscellaneous job-related duties as required. | |
| <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Knowledgeable of commodities inspected and quarantine and the methods and procedures used in plant quarantine inspections. • Ability to interpret laws and regulations and apply them to specific situations. • Effectively communicate at a level required for successful job performance; and relate with the general and travelling public. • Ability to analyze situations accurately and take effective action. <p>IN ADDITION, THE SUCCESSFUL CANDIDATE WILL HAVE:</p> <ul style="list-style-type: none"> • Willingness to work on holidays, weekends and outside of regular working hours. | |
| <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Completion of one (1) year of college with courses in plant science, agriculture, biology or related field. • OR education equivalent to completion of the twelfth grade having obtained a High School Diploma. | |
| <p>Salary for the post: \$30,450- \$ 38,850 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p> | |
| <p>Interested applicants should send the following to the Human Resources Department via email:</p> <ul style="list-style-type: none"> ▪ Current Resume; ▪ Copies of Relevant Qualifications and Certificates; ▪ At least three (3) written professional references. | |
| <p>Submit electronically to:</p> <p style="text-align: center;">Email: BAHFSA@bahamas.gov.bs Attention: Director of Plant Health</p> | |
| <p><i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Phytosanitary Inspector.</i></p> | |

POSITION ANNOUNCEMENT

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| JOB TITLE: | PLANT HEALTH ADMINISTRATIVE ASSISTANT |
| TYPE OF VACANCY: | STAFF |
| REPORTS TO: | DIRECTOR OF PLANT PROTECTION |
| DEPARTMENT: | PLANT HEALTH |
| SUMMARY: The Plant Health Administrative Assistant is responsible for providing administrative, secretarial and clerical support to the Director of Plant Protection and the Plant Health Department. | |
| DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Plant Health Administrative Assistant include but are not limited to the following: <ul style="list-style-type: none"> ▪ Answering telephone and directing calls. ▪ Providing quality customer service to walk-in clients and on the phone. ▪ Making travel arrangements. ▪ Scheduling meetings, taking detailed minutes and maintaining calendars. ▪ Drafting correspondences. ▪ Preparing administrative reports. ▪ Planning and coordinating events. ▪ Developing and maintaining a filing system. ▪ Ordering office supplies. ▪ Maintaining professional and technical knowledge by attending educational and technical workshops. ▪ Liaising with other administrative assistants to handle requests and queries from the executive team. ▪ Providing support for other department administrative duties as necessary. ▪ Performing all other duties as assigned. | |
| REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: <ul style="list-style-type: none"> ▪ Knowledge of office management systems and procedures. ▪ Experience as an administrative or office assistant. ▪ Excellent organizational, communication and interpersonal skills with the ability to multi-task. ▪ Ability to work with minimal supervision and maintain confidentiality. ▪ Proficiency in Microsoft Office and other computer applications. ▪ Analytical skills to perform research, anticipate problems and develop creative solutions. ▪ Excellent time management skills and the ability to prioritize work. ▪ Knowledge of agricultural or biological science policies and procedures. IN ADDITION, THE SUCCESSFUL CANDIDATE: <ul style="list-style-type: none"> ▪ May be required to cross-train and substitute for other administrative positions and to work extended hours as necessary. | |
| QUALIFICATIONS: <ul style="list-style-type: none"> ▪ Bachelor's in business administration or secretarial science degree with at least 2 years of experience office in management related work. <li style="padding-left: 40px;">or ▪ Associate's degree in business administration or secretarial science with at least 5 years of experience in office related work. | |
| Salary for the post: \$30,250- \$ 39,350 X \$700 per annum. * Salary will be commensurate with qualifications and experience | |
| Interested applicants should send the following to the Human Resources Department via email: <ul style="list-style-type: none"> ▪ A cover letter of interest highlighting work experience and accomplishments to the position; ▪ Current Curriculum Vitae or Resume; ▪ Copies of Relevant Qualifications and Certificates; ▪ At least three (3) written professional references. | |
| Submit electronically to: <p style="text-align: center;">Email: BAHFSA@bahamas.gov.bs Attention: Director of Plant Health</p> | |
| <i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Plant Health Administrative Assistant.</i> | |