



## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Food Safety Inspector (Surveillance Programme Coordinator)</b>
<b>TYPE OF VACANCY:</b>	<b>Staff</b>
<b>REPORTS TO:</b>	<b>Director</b>
<b>DEPARTMENT:</b>	<b>Food Safety and Quality</b>
<p><b>SUMMARY:</b> 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><b>DUTIES AND RESPONSIBILITIES:</b> The duties of the IP Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ 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;</li> <li>➤ Collaborate locally and internationally with enforcement agencies to implement the plan;</li> <li>➤ Prepare presentation materials to assist in identifying, reporting and responding to diseases, pests and other agents that affect food safety and quality;</li> <li>➤ Identify and plan training workshops and other activities to build staff capacity;</li> <li>➤ Prepare presentation materials;</li> <li>➤ Engage in on the job training opportunities;</li> <li>➤ Other responsibilities as requested.</li> </ul>	
<p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ Proven knowledge and experience in food safety systems and foodborne disease diagnostics, surveillance and traceability programs;</li> <li>➤ Possess basic office and computer skills in Microsoft Word, Excel and PowerPoint;</li> <li>➤ Have organizational, communication, training and research skills;</li> <li>➤ Be able to work independently and interact professionally when addressing staff, clients and industry colleagues;</li> <li>➤ Be a team player and work effectively and supportively with others;</li> <li>➤ Be able to handle multiple tasks simultaneously</li> <li>➤ Be research oriented (ideal if the applicant has participated in research in the past)</li> </ul>	
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Master of Science degree; Preferred degree in Food Microbiology, Food Chemistry, Biology, Biochemistry or other relevant natural science or applied degree;</li> <li>➤ An equivalent combination of training and experience of at least 2 years indicating possession of the preceding knowledge, skills and abilities.</li> </ul>	
<p><b>Salary for the post:</b> \$39,450- \$ 49,250 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p>	
<p><b>Interested applicants should send the following to the Human Resources Department via email:</b></p>	



1. A cover letter of interest highlighting work experience and accomplishments;
2. Current Curriculum Vitae or Resume;
3. Copies of Relevant Qualifications and Certificates.

**Submit electronically to:**

Email: [bahfsa@bahamas.gov.bs](mailto:bahfsa@bahamas.gov.bs)

Attention: Human Resources

**Date Published**

**Date to be Removed**

**Application End Date**

*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*

**POSITION ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>Food Safety Inspector (Inspection Programme Coordinator)</b>
<b>TYPE OF VACANCY:</b>	<b>Staff</b>
<b>REPORTS TO:</b>	<b>Director</b>
<b>DEPARTMENT:</b>	<b>Food Safety and Quality</b>
<p><b>SUMMARY:</b> 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><b>DUTIES AND RESPONSIBILITIES:</b> The duties of the IP Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Assist in establishing and implementing an inspection plan and program;</li> <li>➤ Identify prospective inspectors within the public and private sectors, including College graduates;</li> <li>➤ Facilitate the training of Inspectors on staff at BAHFSA and collaborating agencies on behalf of BAHFSA;</li> <li>➤ Identify and plan training workshops and other activities to build staff capacity;</li> <li>➤ Collaborate with agencies involved in inspection activities to establish inspection programs within each agency;</li> <li>➤ Prepare presentation materials;</li> <li>➤ Assist with public and agency awareness of SPS measures and various food safety systems;</li> <li>➤ Engage in on the job training opportunities;</li> <li>➤ Other responsibilities as requested.</li> </ul>	
<p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ Have strong background and knowledge of food safety systems and inspection prerequisites for food establishments;</li> <li>➤ Possess basic office and computer skills in Microsoft Word, Excel and PowerPoint;</li> <li>➤ Have organizational, communication and training skills;</li> <li>➤ Be able to work independently and interact professionally when addressing staff, clients and industry colleagues;</li> <li>➤ Be a team player and work effectively and supportively with others;</li> <li>➤ Be able to handle multiple tasks simultaneously.</li> <li>➤ Be research oriented (ideal if the applicant has participated in research in the past)</li> </ul>	
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Master of Science degree; Preferred degree in Food Science, Food Auditor or other relevant natural science or applied degree;</li> <li>➤ An equivalent combination of training and experience of at least 2 years indicating possession of the preceding knowledge, skills and abilities.</li> </ul>	
<p><b>Salary for the post:</b> \$39,450- \$ 49,250 X \$700 per annum. * Salary will be commensurate with qualifications and experience</p>	
<p><b>Interested applicants should send the following to the Human Resources Department via email:</b></p> <p>4. A cover letter of interest highlighting work experience and accomplishments;</p>	



5. Current Curriculum Vitae or Resume;	
6. Copies of Relevant Qualifications and Certificates.	
<b>Submit electronically to:</b> Email: <a href="mailto:bahfsa@bahamas.gov.bs">bahfsa@bahamas.gov.bs</a> Attention: Human Resources	
<b>Date Published</b>	
<b>Date to be Removed</b>	
<b>Application End Date</b>	
<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>	