



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

Inspector (LEVEL 7)

Salary Range: \$4,266,270 – 5,737,658 per annum

JOB SUMMARY

Under the general direction of the Senior Inspector, Import & Domestic Commodities Inspectorate (IDCI), the Inspector (Level 7) is responsible for monitoring and inspecting commodities in the domestic market, at the ports of entry and importers' warehouses to ensure commodities comply with the National Compliance and Regulatory Authority (NCRA) Act, Standards Act, Processed Food Act, Weights and Measures Act and their attendant regulations and any other requisite legislation. The incumbent will be required to conduct inspections, conduct enforcement actions, prepare reports and collaborate with stakeholders to ensure consumer protection and promote regulatory compliance.

KEY RESPONSIBILITIES

Management and Administrative Responsibilities

- Collects samples, enters sample data into the requisite platform (electronic or paper-based) and submits samples to laboratories for assessment
- Evaluates test results and communicate results to clients
- Provides information to manufacturers, processors, importers/traders and consumers in accordance with the confidentiality agreement
- Investigates and responds to consumer complaints
- Prepares work schedule (e.g. itinerary, work plan) as required and submit to supervisor for authorization
- Prepare reports relating to all activities carried out daily, monthly and ad hoc including activities executed in office
- Executes enforcement actions according to legislation and documented procedures
- Maintains records of inspections and findings appropriately
- Disseminates technical and administrative information about the regulatory activities of the Inspectorate to team members

- Coordinates departmental/organizational projects as assigned
- Participates in stakeholder engagement sessions as assigned (e.g. technical committees, sensitization sessions, workshops, presentations, expos, road shows, educational tours etc.)
- Coordinates and conducts audits as required
- Prepares inspection and audit reports, special reports and other documents as required
- Participates in meetings of the NCRA and on behalf of the NCRA
- Adheres to established turnaround times
- Responds in a timely manner to internal and external stakeholders
- Provides adequate justification for targets not met
- Collaborates with Ministries, Departments and Agencies of Government including Border Regulatory Agencies, Associations etc. as required

Technical Responsibilities

- Conducts inspections in the Domestic Market and at the Ports of Entry to ensure compliance with the requisite legislation and applicable procedures using established risk-based approaches e.g. inspections of construction sites; block manufacturers; aggregates; ready mix concrete and cement manufacturers; ports of entry, manufacturers' warehouses, importers' premises, retail outlets, and other commercial operations.
- Collects samples of commodities in the Domestic Market and at the Ports of Entry to ensure compliance with the requisite legislation and applicable procedures
- Maintains chain of custody of samples collected
- Evaluates test results for compliance with applicable legislation
- Conducts registration activities for an Importer, Manufacturer or Processor to ensure compliance with the requisite legislation and applicable procedures
- Recommend an Importer, Manufacturer or Processor for registration
- Verifies accuracy of labels on commodities
- Develops and reviews procedures for NCRA
- Advises clients of the requisite legislation for various commodities
- Provides guidance on requisite laws, regulations, and standards in a professional and respectful manner
- Submits reports on inspections conducted, samples collected, and enforcement actions taken
- Prepares audit reports, special reports and other documents as required
- Examines records (electronic or paper-based) as required
- Executes enforcement actions as per the requisite legislation and applicable procedures
- Issues documentation for enforcement actions appropriately and fairly
- Determines the level of compliance of commodities and an Importer, Manufacturer, Processor or Traders
- Maintains confidentiality of data in the conduct of duties (e.g. client data, customer data, internal data)
- Ensure secure handling and storage of reports to uphold regulatory integrity and compliance
- Adheres to safety protocols in the conduct of duties

- Adheres to work schedule (e.g. itinerary, work plan etc.) and promptly communicates any adjustments
- Declares conflicts of interest and upholds public trust in regulatory activities
- Maintains the highest level of integrity, impartiality, and confidentiality in all regulatory matters.
- Monitors changes in requisite laws, regulations, standards, and industry best practices
- Adapts to new procedures, technologies, and regulatory requirements
- Provides evidence as an expert witness as required

Human Resource Responsibilities

- Assists with training and orientation of team members
- Participates in performance appraisals and assessments
- Participates in training activities
- Completes and submits the requisite documentation for leave within the stipulated timeline

Other Responsibilities

- Perform any other related duties, which may be assigned

REQUIRED COMPETENCIES

Core Competencies

- Strong oral and written communication skills
- Strong analytical thinking
- Excellent planning and organizing skills
- Good teamwork and cooperation skills
- Works well on own initiative
- Sound character, credibility and integrity
- Good interpersonal skills and displays tact and decorum in all communication
- Sound problem solving and decision making
- Results oriented

Functional and Technical Competencies

- Comprehensive knowledge of the NCRA Act, Weights and Measures Act, Processed Food Act, Standards Act and their attendant regulations and any other relevant legislation
- Excellent report writing skills
- Proficient in Microsoft Office Applications
- Fundamental knowledge of sampling methodologies and techniques
- Sound knowledge of test results evaluation
- Practical knowledge of statistical methods

- Working knowledge of laboratory principles and practices
- Applicable knowledge of planning methodology
- Basic knowledge of corporate governance standards
- Keen appreciation for quality management systems, regulatory and development processes
- Applicable skills in metrology principles and measurement methods
- Basic knowledge of meeting protocols and applicable laws
- Sound integrity, impartiality and strict confidentiality

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Natural Science or Engineering from an accredited University or equivalent
- Computer Literate in Microsoft Office and other similar applications
- At least two (2) years' experience in a similar position
- Hold a valid driver's license
- Own and operate a reliable motor vehicle

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Occasional extended work hours
- Interfacing with possible angry or hostile clients
- Working in a hostile environment
- Driving/travelling for long distances on arduous terrain
- Standing for long hours during inspection
- Handling of heavy equipment
- Interacting with individuals with diverse abilities
- Ability to work at elevated heights

Applications must be submitted no later than **May 22, 2026** by **email only** to:

**The Manager, Human Resources
National Compliance and Regulatory Authority (NCRA)
19 Hope Road
Kingston 10
humanresource@ncra.org.jm**

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.