



# 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:**

**WEIGHTS & MEASURES ASSISTANT (LEVEL 4)  
SOUTH CENTRAL REGIONAL OFFICE (MANDEVILLE)  
SOUTH WESTERN REGIONAL OFFICE (SAVANNA-LA-MAR)  
NORTH CENTRAL REGIONAL OFFICE (OCHO RIOS)**

***Salary Range: \$2,190,302 – \$2,945,712 per annum***

## **JOB SUMMARY**

Under the general direction of the Team Leader, Regional Office, the Weights & Measures Assistant (Level 4) is responsible for the day-to-day maintenance of the National Compliance and Regulatory Authority's (NCRA's) Legal Metrology equipment and workshop. The incumbent is responsible for providing support to Inspectors in the performance of their Legal Metrology activities in accordance with the NCRA Act and relevant laws, regulations as well as mandatory product standards. The incumbent is responsible for receiving, labelling, and delivering samples and equipment in a manner consistent with efficient conduct and preparation for inspection activities in the NCRA.

## **KEY RESPONSIBILITIES**

### **General Responsibilities**

- Handles test weights, measures and other devices being calibrated by senior personnel
- Conveys samples and test equipment as required
- Places test weights on scales and removes them as directed
- Assists with the verification of petrol pumps by dispensing product and emptying the containers as directed
- Lifts packages, gas cylinders or other items commodities being tested as required
- Receives and offloads samples, supplies and equipment used in inspection activities
- Assists with maintenance of the Weights and Measures Workshop and Storage Units in an orderly and tidy manner
- Maintains records of supplies, samples and equipment offloaded
- Assists with record keeping and updating database

- Assists with Job Management Tracking System updates and queries electronic platform
- Assists with the preparation of periodic and ad hoc reports

### **Technical/Professional Responsibilities**

- Maintains and services all equipment and tools used in the performance of duty
- Adjusts test weights and counterpoise weights submitted to the inspectorate for verification
- Maintains storage facilities and equipment as required
- Attends fora meeting of the NCRA and on behalf of the NCRA as required
- Participates in Quality Management Systems activities as required
- Appears as a witness, if required
- Routes samples to the laboratories as required
- Lifts or transports legal metrology equipment as required
- Participates in disaster mitigation activities

### **Other Responsibilities**

- Performs any other related duties, which may be assigned

### **REQUIRED COMPETENCIES**

- Basic oral and written communication skills
- Ability to write basic incident/accident report
- Basic interpersonal skills
- Demonstrated integrity
- Ability to work in teams and exhibits co-operation
- Demonstrate ability to reason
- Working knowledge of maintenance and equipment scheduling
- Working knowledge of various aspects of weighing and measuring devices
- Working knowledge of the metric system of measurement
- Ability to lift weights in excess of 15 Kilograms
- Good calculations and measurement skills

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- School Leaving Certificate (High School)
- NCTVET Certification or HEART/Trust/NSTA certification in related competency
- Two (2) years of work experience in a similar capacity

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Occasional extended work hours

- Ability to lift heavy items (at least 40kg)
- Activities are conducted outdoors and the incumbent will be exposed to all kinds of weather conditions

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.**