

Job specification and description – Inspector I – Regional Offices

1. JOB TITLE:	Inspector I
2. DEPARTMENT:	Product Compliance/ Legal Metrology Services Departments
3. LOCATION:	Regional Offices
4. CLASSIFICATION:	Other Technical and Craft Skilled
5. SALARY SCALE:	BS 10
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal and external)	Head of Departments, Drivers, Senior Inspectors, All Stakeholders
8. REPORTS TO	Head, Legal Metrology Services and Head, Product Compliance Services
9. JD APPROVED	Mr. Vladim Persaud, Chairperson, NSC

10. JOB PURPOSE SUMMARY

To monitor and inspect consignments, products, and premises to ensure conformance with national standards, to give instructions for corrective actions, and maintain records of activities done. Verification of all measuring instruments used in trade and commerce, including new and emerging industries, surveillance inspections and investigations of complaints relating to measurements.

11. FINAL OUTPUT

- Measuring instruments verified. Inspected, seized, and removed.
- Complaints investigated.
- Invoices for verification lodged with the Finance Department.
- Instructions given for corrective action.
- Records are kept relative to activities done.
- Reports are submitted on unusual occurrences.
- Imported products are inspected to ensure conformance.

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- Manufactured products are verified to ensure conformance.
- Ledger records are kept relative to activities done.

12. KEY PERFORMANCE INDICATORS

- Number of imported products verified to ensure conformance.
- Number of manufactured products verified to ensure conformance.
- Number of Instructions given for corrective action.
- Number of ledger records kept relative to activities done.
- Number of reports submitted on unusual occurrences.
- Number of measuring instruments verified.
- Number of measuring instruments inspected, seized, and removed.
- Number of invoices lodged with the Finance department.
- Number of records kept for activities conducted.
- Number of reports submitted.
- Number of complaints investigated.

13. JOB DUTIES AND RESPONSIBILITIES

- Conduct all activities under the weights and measure programme, such as surveillance, complaint investigation, verification and initiate the necessary follow up actions.
- Conduct all activities under the Product Compliance programme such as inspections, and surveillance and initiate the necessary follow up actions, including new and emerging industries.
- Provide feedback to the various Senior Inspectors and Inspector II on matters affecting the work of the department and the general execution of activities.
- Complete and maintain records of activities conducted daily.
- Maintain the Quality Management System of the departments and other standard by conducting activities in accordance with the ISO/IEC 17025, ISO/IEC 17020 and 9001 procedures.

- Account for revenue generated from the execution of activities in the field and all equipment, seals and physical standards issued by the GNBS for the purpose of executing the various activities of the department.
- Always maintain the LMSD Laboratories in a tidy and organised manner.
- Perform any other duties that may be assigned from time to time by the Senior Inspectors or Inspector II and any other duly authorized persons.

14. MINIMUM REQUIREMENTS

An Ordinary Diploma in Science or Engineering from the Technical Institute (T.I.) or from a recognized institution. Preference would be given to applicants with working experience.

OR

Five (05) Subjects GCE or C.X.C. preferably science inclusive of English Language and Mathematics. Preference would be given to applicants with working experience. Must be computer literate.

15. SPECIFIC SKILLS & KNOWLEDGE REQUIRED

- Excellent communication skills
- Must be knowledgeable of industry standards
- Ability to engender teamwork
- Must possess skills for reasoning and analysing (problem solving)
- Ability to translate decisions into appropriate actions
- Must be receptive to training
- Training/ Coaching Skills
- Ability to exercise tact, diplomacy and discretion and maintain calm and composure in difficult situations
- Pays careful attention to detail

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12. VALUES AND ATTRIBUTES

- Reliability, honesty, and trustworthiness
- Problem solver
- Analytical skills
- Leadership
- Excellent communication skills
- Integrity and accountability
- Represents GNBS in a positive manner
- Observes ethical and professional conduct
- Supportive, Collaborative, and team oriented

12. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends to support all Departments.
- Must be prepared to travel outside of Georgetown to other branches of GNBS.
- Numerous high priority and business critical deadlines.
- Full-time position Monday to Thursday with hours of work 08:00h to 16:30h and Friday 08:00h to 15:30h.
- Required to work beyond normal working hours/ days to meet deadlines and deliverables.
- Occasional local and overseas travel may be required.
- The post is transferable.