

Job Specification & Description-Inspector 1- Legal Metrology

1. JOB TITLE:	Inspector 1
2. DEPARTMENT:	Legal Metrology
3. LOCATION:	Track MB, Block B, National Exhibition Centre, Sophia
4. CLASSIFICATION:	Other Technical & Craft Skilled
5. SALARY SCALE:	BS 10
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (Internal & External)	Head, Senior Inspectors, Drivers, All Stakeholders
8. REPORTS TO	Head, Metrology
9. JD APPROVED	Ms. Carole Fletcher, Chairperson, NSC

10. JOB PURPOSE SUMMARY

Verification of all weighing and measuring devices used in trade and commerce, including for new and emerging industries.

11. FINAL OUTPUT

- Weighing and measuring devices are seized and removed.
- Invoices for verification lodged with accounts department
- Instructions given for corrective action.
- Records are kept relative to activities done.
- Reports submitted unusual occurrences.

12. KEY PERFORMANCE INDICATORS

- Number of weighing and measuring devices verified.
- Number of weighing and measuring devices seized and removed.
- Number of invoices lodged with accounts department
- Number of instructions given for corrective action.
- Number of records kept for activities conducted.
- Number of reports submitted

13. JOB DUTIES AND RESPONSIBILITIES

- Conduct all activities under the Weights and Measures programme, such as surveillance, verification and initiate the necessary follow up actions.
- Provide feedbacks to the Senior Inspectors and Inspector 11 on matters affecting the work of the department and the general execution of activities.
- Complete and maintaining records of activities conducted daily.
- Maintain the Quality Management System of the Department and other standard by conducting activities in accordance with the ISO 17025 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.
- Maintain the LMD laboratories in a tidy and organised manner at all times.
- Perform any other related duties that may be assigned from time to time by the Senior Inspector or Inspector 11 and any other duly authorised persons.

14. MINIMUM REQUIREMENTS

Ordinary Diploma in Science from the Technical Institute (TI). Preference would be given to applicants with working experience.

OR

Five (5) subjects GCE or CXC preferably science inclusive of English Language and Mathematics. Preference would be given to applicants with working experience.

Must be computer literate.

HR1200/LM04

15. SPECIFIC KNOWLEDGE & SKILLS 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.

16. VALUES AND ATTRIBUTES

- Maintains confidentiality
- Maintains a proactive role as an agent of change
- Pride in work and a quest for quality and excellence
- Innovative, flexible and results oriented
- Represents GNBS in a positive manner
- Observes ethical and professional conduct
- Supportive, collaborative and team oriented
- Maintains high standards of quality and integrity

17. 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 – 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

HR1200/LM04