

Job Specification & Description-Inspector 1-Product Compliance Services

1. JOB TITLE:	Inspector 1 – Product Compliance Services Department
2. DEPARTMENT:	Product Compliance Services
3. LOCATION:	Track MB, Block B, National Exhibition Centre, Sophia
4. CLASSIFICATION:	Other Technical & Craft Skilled
5. SALARY SCALE:	BS 10
6. EMPLOYMENT SCALE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS: (internal & external)	Head, Product Compliance, Finance, Inspectors, All relevant Stakeholders
8. REPORTS TO:	Head Product Compliance Services
9. JD APPROVED	Ms. Carole Fletcher, 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.

11. FINAL OUTPUT

- Imported products are verified to ensure conformance.
- Manufactured products are verified to ensure conformance
- Instructions given for corrective action.
- Ledger records are kept relative to activities done.
- Reports are submitted for unusual occurrences.

12. KEY PERFORMANCE INDICATORS

- Number of imported products verified to ensure conformance.
- Number of manufactured products verified to ensure compliance
- Number of Instructions given for corrective action.
- Number of ledger records kept relative to activities done.
- Number of reports submitted on unusual occurrences.

HR1200/PCS04

13. JOB DUTIES AND RESPONSIBILITIES

- Conduct all activities under the Product Compliance programme, such as inspections and surveillance and initiate the necessary follow up actions, including for new and emerging industries
- Provide feedbacks to the Head Product Compliance 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
- **Perform any other related duties that may be assigned from time to time by the Head, Product Compliance and any other duly authorised persons**

14. MINIMUM REQUIREMENTS

Ordinary Diploma in Science or Engineering from a recognized institution. Preference will be given to persons with working experience.

Must be computer literate.

Or

Five (5) subjects GCE or CXC inclusive of English Language, Science and Mathematics plus five (5 years working experience). Must be computer literate.

15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Ability to write and communicate effectively and think systematically.
- Ability to work effectively as part of a team.
- Must possess skills for reasoning and analysing (problem solving).
- Ability to translate decisions into appropriate actions.
- Must be receptive to training.
- Ability to exercise tact, diplomacy and discretion and maintain calm and composure in difficult situations.
- Pays careful attention to detail.

16. VALUES AND ATTRIBUTES

- Reliability, honesty and trustworthiness
- Problem solver
- Analytical skills
- Leadership
- Excellent communication skills
- Integrity and accountability

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