



**CIRCULAR NO. 41/2023**  
**M.P. 2/50/13**

**FROM: Director General, Human Resources  
Ministry of the Public Service**

**TO: Permanent Secretaries  
Heads of Departments**

**DATE: July 18, 2023**

**SUBJECT: Details Regarding the Vacant Bracketed Post  
of Environmental Health Officer I/II, Ministry of  
Health and Wellness**

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**Our Vision:**

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In accordance with Section 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for permanent or temporary appointment to the captioned post.

**QUALIFICATION REQUIREMENTS:**

**Environmental Health Officer I**

- (a) *An associate degree in Environmental Health and not less than four years' experience as an Environmental Health Officer II; or*
- (b) *the certificate for the Inspection of Meat and Other Foods and not less than four years' experience as an Environmental Health Officer II.*

**Environmental Health Officer II**

*An associate degree in Environmental Health.*

**SALARY SCALE:**

Z13-8: \$51,824.26 x 1,604.99 - \$59,849.21 per annum

Z23-14: \$39,631.18 X 1,079.51 - \$46,108.24 x 1,253.03 - \$48,614.29 x 1,604.99 - \$50,219.28 per annum

## Summary of Core Functions:

### Environmental Health Officer I/II

The Environmental Health Officer I/II assists in the planning of programmes and is directly responsible for the implementation of programmes at the district level. In addition, the Environmental Health Officer I acts as Senior Environmental Health Officer, when necessary.

## DUTIES AND RESPONSIBILITIES:

### Food Safety Activities

- Conducts routine inspection of food service establishments;
- Inspects meat and other foods to determine wholesomeness;
- Seizes, condemns and destroys meat and other food determined to be unfit for human consumption;
- Samples food for the purpose of identifying and analyzing physical, chemical or biological hazards;
- Enforces food quality control standards at food processing plants e.g. HIPAC, Chickmont, and Southern Meats;
- Investigates and reports on food borne disease outbreaks;
- Monitors food safety practices at specific events, e.g. Holetown Festival, Gold Cup, Oistins festival.

### Vector Control Activities

- Conducts vector control surveillance including risk assessment;
- Investigates vector related complaints and vector borne diseases;
- Institutes chemical, physical and biological control measures against vectors;

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- Issues Ship Sanitation Control Exemption, Ship Sanitation Control and Ship Sanitation Extension Certificates at the ports of entry;

#### Health Education/Health Promotion Activities

- Assists in planning health education programmes;
- Conducts School health programmes;
- Conducts food handlers training programmes for certification and non-certification;
- Plans with and implements health promotion programmes with community participation;
- Develops environmental health educational material, for example the Food Safety Manual;
- Provides technical assistance to training institutions, for example the Barbados Community College, University of the West Indies, Medical Faculty and Queen Elizabeth Hospital;

#### Water Quality Activities

- Collects samples for chemical, bacteriological and physical analysis;
- Interprets Laboratory results for decision-making processes;
- Conducts testing of water with respect to chlorine concentration;

#### Epidemiology Activities

- Investigates notifiable and communicable diseases, for example Dengue, leptospirosis, salmonellosis, campylobacteriosis, and gastroenteritis)
- Conducts surveillance for communicable and notifiable diseases, which are listed under the International Health Regulations;
- Prepares and submits report on investigation of diseases;

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- Develops and implements measures for the control of communicable and non-communicable disease control;
- Implements institutional hygiene programmes at specific health care institutions, for example Queen Elizabeth Hospital, District Hospitals and Psychiatric Hospital for the control of nosocomial infections;

#### Waste Management Activities

- Monitors, controls and where possible eliminate illegal dumping sites;
- Conducts community-based source reduction programmes;
- Liaises with government and non-governmental organisations in planning and implementing solid and liquid waste programmes;
- Inspects waste disposal facilities, for example septic tanks; suck wells, treatment to prevent environmental pollution;
- Collaborates with other organisations such as the Barbados Water Authority, Environmental Engineering Division, Ministry of Transport, Works and Water Resources, Physical Development Department, Coastal Zone Management Unit with respect to the pollution of water;
- Monitors the collection, storage and disposal of hazardous waste;

#### Routine Premises to Premises Inspection

- Inspects and records data in respect to solid and liquid waste management, vector control, housing conditions and general sanitation of premises;
- Records demographic and other related data necessary for community profiling;
- Advises and instructs householders on how to abate nuisances found on their premises;
- Conduct one –on-one educational dialogue with householders;

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- Assesses and recommends needy persons for assistance from social agencies;
- Provides the Senior Environmental Health Officer with information that enables the carrying out of environmental impact assessment/risk analysis of environmental health problems within the district;

#### Licensing And Regulatory Activities

- Inspects and recommends for license Hair dressing salons, Funeral Establishments, Hotels, Lodging Houses and barracks, Day Care Centers, Pig Keeping Premises and food service operations;
- Enforces International Health Regulations at the ports of entry;
- Reviews documents relative to the transportation of human remains;
- Prepares and serves notices for contraventions under the Health Services Act, Cap. 44 and Regulations;
- Procures evidence and submits information for the prosecution of offenders;

#### Other Activities

- Investigates and submits reports regarding complaints with respect to environmental health and submits reports;
- Records daily all environmental health activities in a field book;
- Prepares and submits monthly report;
- Provides technical advice on environmental health matters;
- Liaises with Animal Control Unit with reference to animal related problems;
- Attends departmental meetings;
- Conducts research in relation to property owners as well as to prepare written notices for debushing;

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- Prepares district work plans to be forwarded to the Senior Environmental Health Officer;
- Provides data for the establishment and maintenance of an effective health information system;
- Follows any other reasonable instructions, and performs any other related duties as assigned by the Head of Department or designated officer;

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**KNOWLEDGE REQUIREMENTS: -**

- In-depth knowledge of the Health Services Act, Cap. 44 and Subsidiary Regulations;
- Knowledge of the mission and vision of the organisation;
- Extensive knowledge of the functions and duties of the post and how they contribute to the mission and vision;
- The Public Service Act, Cap. 29;
- The General Orders for the Public Service of Barbados, 1970;
- The Performance Review and Development System (PRDS);

**SKILLS AND ABILITIES:**

- Proficiency in written and oral communication;
- Proficiency in the use of various computer applications, e.g. Microsoft Word and Excel;
- Demonstrated capacity to think clearly and analytically;
- Good problem solving skills;
- Demonstrated ability to work in teams

## REQUIRED COMPETENCIES:

### Management Competencies

#### 1. Thinking Strategically

- Has a good understanding of their role in strategy and the delivery of priorities;
- Is clear about the need for the priorities in their own Ministry; **must be articulate** taking account of the whole Public Service;
- Focuses on the overall goal and intent of what they are trying to achieve, not just the task;
- Takes an active interest in expanding their knowledge of areas related to own role;
- Takes care to keep up to date in respect of the progress towards achieving strategic goals.
- Understands the meaning of the strategic goals in the context of their own job role.

#### 2. Managing and Team Working

- Takes opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Ministerial strategy;
- Recognises, respects and rewards the contribution and achievements of other members of the team;
- Listens to, understands, respects and accepts the value of different views, ideas and ways of working;
- Confronts and deals promptly with inappropriate language or behaviours, including bullying, harassment or discrimination;
- Communicates reliably and effectively as a team member, using all available channels including electronic;

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- Acts in a fair and respectful way in dealing with others
- Demonstrates courtesy and respect for all members of the workgroup by sharing information and ideas for improved performance.

### 3. Managing Change

- Finds ways to improve systems and structures to deliver with more streamlined resources;
- Is prepared to take managed risks, ensuring these are planned and their impact assessed;
- Actively encourages ideas from a wide range of sources and stakeholders and uses these to inform own thinking;
- Prepares for, and responds appropriately to the range of possible effects that change may have on own role/team;
- Identifies, resolves or escalates the positive and negative effects that change may have on own role/team;
- Reviews working practices and comes up with ideas to improve the way things are done;
- Co-operated with and is open to the possibilities of change and considers ways to implement and adapt to change in own work roles;

### 4. Choosing and Deciding

- Makes good choices and wise decisions in a timely fashion; is not afraid of making unpopular decisions;
- Capable of identifying the range of necessary information and factors necessary to make appropriate decisions;

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- Places the decision-making into the wider context and patterns of Public Service policy;
- Demonstrates accountability and makes unbiased decisions;
- Monitors the storage of critical data and customer information to support decision making and conducts regular reviews to ensure it is stored accurately, confidentially and responsibly;
- Asks questions for clarification when unsure what to do;
- Investigates and responds to gaps, errors and irregularities in information.
- Thinks through the implications of own decisions before confirming how to approach a problem/issue.

## 5. Knowledge Management

- Knows which are the relevant processes and standards to follow; complies with these standards including records and document management standards;
- Ensures that their own files are well organised so that they can be used or transferred to others when needed;
- Recognises that reflecting on experiences as they work can help develop new insights which can improve their own performance and help others to benefit from their experience;
- Reflects on what they are learning as work progresses and shares their personal learning with others in the team and more widely, if appropriate;
- Suggests useful improvements to the way that their colleagues develop, share and use knowledge;

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- Recognises the importance of good communication to sharing and transferring knowledge and understands the risks of poor communication.

## **CORE COMPETENCIES:**

### **1. Personal Development**

- Recognises the talent that exists in their team and gives time for coaching and mentoring to develop this talent;
- Promotes inclusiveness and equality of opportunity in their teams;
- Is aware of the training and development needs of their team, and how these relate to strategic goals; is proactive in sourcing the necessary training and development programmes;
- Promotes an atmosphere of openness so that feedback on professional performance is a regular feature of the working of the team;
- Is proactive in finding ways to improve their work Performance;
- Is open to constructive criticism and observations on personal performance and responds positively to feedback.

### **2. Communicating**

- Communicates in a succinct, engaging manner and stands ground when needed;
- Actively promotes the work of the Ministry and plays a prominent role in supporting the Public Service values and culture;
- Communicates both internally and externally using appropriate methods and timing, including digital channels, to maximise understanding and impact;

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- Confidently handles challenging conversations or interviews;
- Writes and speaks clearly in plain simple language and checks work for spelling and grammatical errors.

### 3. **Getting the Best from Others**

- Plays a full and effective part maintaining a sense of collaborative working in a team;
- Shows tact and diplomacy and listens to their concerns, when dealing with others;
- Shares knowledge, information and learning with colleagues in their team with openness and generosity;
- Promotes an organisational climate that actively encourages diversity and equality of opportunity;
- Has a good understanding of the personal characteristics of the other members of their team or work group;
- Demonstrates adaptability and flexibility by being open to taking on different roles.

### 4. **Achieving Value for Money**

- Is effective and efficient in the negotiations for the necessary resources to do the job;
- Is not deflected by problems or obstacles but is quick to identify a 'work around' to achieve objectives;
- Understands and applies the principles of performance management to prepare forecasts to monitor spending against agreed budgets;
- Is not afraid of challenging the misuse of resources in order to provide more sustainable operations in order to achieve value for money; and
- Addresses customer concerns quickly and efficiently

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## 5. Delivering at Pace

- Takes ownership of problems and issues in their service area;
- Plans effectively for service delivery and has realistic contingencies for unanticipated setbacks;
- Coaches and mentors others to help to set challenging performance targets for themselves;
- Is organized and knowledgeable about their role in assisting with service delivery on time and to standard.
- Is punctual and reliable and is always seeking the next steps to improve service delivery.

\*To review full Competency Framework, please visit <https://mps.gov.bb/framework>

### **PHYSICAL ENVIRONMENT:**

- Will be expected to work outside of normal working hours when necessary in an effort to achieve departmental goals and objectives

### **APPOINTMENT:**

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period except in the case of officers who already hold a permanent appointment in the Public Service. If temporary, the appointment is subject to at least one (1) months' notice on either side.

### **LEAVE:**

Leave is granted as follows:

#### **Vacation Leave:**

Z23-12: Thirty (30) days' vacation leave of which fourteen (14) must be taken annually or lost. The maximum accumulation of leave is seventy-eight (78) days.

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Z11-8: Forty-two (42) days' vacation leave of which fourteen (14) must be taken annually or lost. The maximum accumulation of leave is one hundred and twenty-six (126) days.

### **Sick Leave:**

Twenty-one (21) days sick leave per calendar year in the case of permanently appointed officers and fourteen (14) days per calendar year in the case of temporary officers.

### **METHOD OF SELECTION:**

The selection process will be competency based and may involve interviews, oral or written tests, or any other method of selection approved by the Administrative, General and Professional Service Commission. Only suitably qualified applicants will be considered for selection. If a Priority List is created arising out of the selection process, and approved by the appointing authority, it will be valid for a period of two (2) years in keeping with Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

### **ASSESSMENT:**

Officers will be assessed on the following:

- Relevant qualifications and professional training;
- Experience;
- Assessment method approved by the Administrative, General and Professional Service Commission;
- Performance Review and Development System (PRDS) appraisals;
- General suitability; and
- Any other assessment method approved by the Administrative, General and Professional Service Commission.

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It should be noted that the Performance Review and Development System (PRDS) forms will be required for all Public Officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).

### APPLICATION PROCESS:

Applications on appropriate forms (**SC 35**) to be used by officers permanently employed in the Public Service of Barbados and (**SC 21**) for all other applicants must be accompanied by an up-to-date Curriculum Vitae, a recently completed PRDS report (for public officers) and 2 recent testimonials (for all other applicants). Relevant forms may be downloaded from [https://mps.gov.bb/People\\_Resourcing/forms](https://mps.gov.bb/People_Resourcing/forms).

Applicants are encouraged to review the Guidelines for Submitting Electronic Applications prior to starting their application process, which may be downloaded from [https://mps.gov.bb/People\\_Resourcing/jobs.php](https://mps.gov.bb/People_Resourcing/jobs.php).

Applications should reach the Director General, Ministry of the Public Service, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **August 15, 2023**. Applications with all required documents may be submitted to [vacancy@mps.gov.bb](mailto:vacancy@mps.gov.bb).

**Only applicants who meet the eligibility criteria at August 15, 2023, will be acknowledged.**

I shall be grateful if you would bring this Circular to the attention of all suitably qualified officers in your Ministry/Department.



**L. SMITH (Miss.)**  
for Director General, Human Resources (ag.)

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