



**GOVERNMENT OF SAINT LUCIA
MINISTRY OF THE PUBLIC SERVICE, TRANSPORT, INFORMATION
AND UTILITIES REGULATION**

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **CHIEF OCCUPATIONAL SAFETY AND HEALTH OFFICER, DEPARTMENT OF LABOUR, COOPERATIVES AND CONSUMER AFFAIRS.**

RESPONSIBILITIES AND RELATIONSHIPS

1. To provide national leadership, strategic direction and regulatory oversight for occupational safety and health; administer, review and enforce occupational safety and health legislation, regulations, policies, programmes and systems; directs and oversees inspections, investigations, audits and risk assessments; and provide expert technical advice on occupational safety and health matters, to eliminate and prevent hazards in the workplace and occupational accidents, injuries and diseases, in accordance with legislative requirements and regulations and international standards.
2. Responds to Permanent Secretary and Deputy Labour Commissioner and liaises with line agencies, public and private sector organisations, non-governmental organisations, employees and employers, International Labour Organization (ILO), Pan American Health Organization (PAHO), American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), Occupational Safety and Health Administration, (OSHA), Caribbean Public Health Agency (CARPHA), and the World Health Organization (WHO) on matters relating to work in progress.

DUTIES AND TASKS

1. Provides technical advice and guidance on the requirements of the law, standards, conventions, treaties, practices, policies and procedures through consultation and case assessments, to recommend occupational safety and health solutions in compliance with regulatory requirements and enable informed decision making and policy formulation.

2. Leads the development, implementation and review of a national occupational safety and health policy and strategic plan by conducting research and analysis, benchmarking against best practices and providing expert advice, to guide the development of regulations, codes of practice and standards in alignment with international conventions, treaties and best practices.
3. Prepares the work programme for the Division in line with the Department's strategic objectives through strategic planning, consultation with stakeholders and team members and review of key evidence-based reports/documentation, to enable the determination of targets, milestones and deadlines.
4. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching, assessment of staff performance, identifying training needs and gaps, and managing leave, to ensure effective performance management and promote employee wellbeing.
5. Directs and oversees a risk-based national inspection and enforcement programme by conducting research and analysis, establishing and monitoring compliance frameworks and authorising enforcement actions, to ensure consistency, quality and integrity of inspections and investigations.
6. Directs inspections of industrial establishments, machinery and equipment island-wide by developing inspection schedules, engaging subject matter experts, managing and monitoring inspections, assessments and the scientific testing of plant and equipment, to identify occupational hazards, enforce the law and regulations and recommend appropriate control measures to eliminate or minimize hazards in the work environment.
7. Establishes and manages a national occupational safety and health information management system by directing the gathering of information and statistics and input of data, for the production of reports, to enable analysis of data on occupational diseases and hazards, to inform policy and enforcement priorities.
8. Evaluates occupational health hazards at workplaces including chemical, physical, biological, ergonomic and other related hazards by reviewing data collected from industrial hygiene surveys, to recommend corrective actions to eliminate or reduce exposures to hazards.
9. Serves as the principal technical authority on occupational safety and health by providing guidance on complex or high-risk cases including emerging hazards; and directing the review and evaluation of architectural and engineering plans for the construction and renovations—of industrial establishments and representing the

Department at Development Control Authority (DCA) meetings by virtue of the office, to assess and ensure compliance with occupational safety and health standards.

10. Formulates and directs national preparedness and response strategies for workplace related emergencies and disasters by coordinating with relevant agencies on crisis management involving occupational risks, to enable appropriate incident management.
11. Oversees construction site inspections by directing walkthroughs and reviewing and ensuring the use of checklist-based assessments against safety and health legislation, regulations, standards and applicable building codes, to identify safety and health hazards for the implementation of measures to prevent occupational accidents and ensure adherence to legislative requirements, regulations and the building code.
12. Directs and oversees investigations of occupational accidents and/or diseases by reviewing accident reports, medical documents, accident site assessments, interviews and analysing and submitting safety reports, to determine the cause and the severity of the accident and make recommendations for corrective actions, to prevent the occurrences of similar situations.
13. Oversees the registration and re-registration of industrial establishments by ensuring the development and implementation of a management information system, and reviewing and certifying information gathered on organizations in compliance with legislative requirements, for the issuance of registration certificate.
14. Ensures effective management of complaints from industrial establishment, employees and employers by directing investigations of grievances, assessing reported complaints and ensuring the preparation of reports in the prescribed format, to provide recommendations specific to the issues within the stipulated legal timeframe.
15. Ensures the effective monitoring and regulation of registered industrial establishments in accordance with legislative requirements to ensure compliance with registration particulars and to identify any changes requiring notification or amendment.
16. Directs national risk management initiatives by coordinating workplace inspections and audits and evaluating risk associated with identified hazards and monitoring the effectiveness of safety programs, to ensure that industrial establishments identify potential hazards, implement appropriate safety measures and make recommendations for improvement.
17. Facilitates continuous learning through training, workshops and meetings by applying effective training methodologies and presentation skills to build capacity in occupational safety and health.

18. Oversees and conducts educational campaigns in occupational safety and health for employees, employers and stakeholders by advising and providing information on the administration of the Act and the protection and safety of workers, leading workshops, seminars and training sessions, to increase knowledge and awareness and provide guidance on the laws and regulations regarding occupational safety and health.
19. Reviews and evaluates inspection reports and documentation by analyzing and auditing submitted documents, to ensure accountability and transparency, quality and accuracy, and comprehensive objective assessments in accordance with legislation and regulations.
20. Participates in the ratification of conventions by working in collaboration with the International Labour Organisation (ILO), reviewing the provisions of treaties to ensure compliance with national laws and participating in training and consultations in support of the implementation of ratified conventions on occupational safety and health.
21. Serves as a member of the Advisory Council on Occupational Safety and Health by representing the Department at Council meetings, reviewing and evaluating proposals, providing advice and making recommendations to the Minister and promoting public awareness, to ensure efficient administration of occupational safety and health matters, in accordance with established legislation and policies.
22. Develops, implements and monitors the budget for the Unit, working in collaboration with the budget and finance unit and contributing to the budget planning process to enable adequate resourcing for programme implementation, the effective use of resources and to facilitate early detection and management of budget variations.
23. Prepares submissions to the Cabinet of Ministers on occupational safety and health matters through research and analysis, dialogue and consultation with line agencies and other key stakeholders, to facilitate decision making, enable the policy development, coordination and implementation process.
24. Reviews submissions to the Cabinet of Ministers by verifying and analysing related documents for accuracy and relevance of recommendations and to ensure adherence to established standards.
25. Establishes linkages with key stakeholders and represents the Department at forums at the local, regional and international levels to enable information sharing, knowledge transfer, resource mobilization in support of the Department's mandate, articulate government's policy position and foster networking and alliances.

26. Supports the review of relevant legislation, policies and procedures through consultation with stakeholders and making recommendations that are constitutionally sound to enable legal reform and decision making.
27. Prepares status reports on the work programme of the Division in accordance with standard operating procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
28. Performs any other job-related duties as may be assigned.

CONDITIONS

1. Congenial accommodation is provided within a general administrative office, with field work conducted.
2. Institutional support is provided through the Constitution of Saint Lucia, civil service rules and regulations, collective agreements, standard operating procedures, Estimates of Revenue and Expenditure, Labour Act, Cap 16.04, Public Finance Management Act, 2020 and other relevant policy documents.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Training and Development Policy for the Saint Lucia Public Service.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in the management and occupational safety and health fields.
6. Required to demonstrate political acuity.
7. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
8. Required to be punctual and present for work, meetings and other official appointments and activities.
9. May be required to work in adverse weather conditions.
10. May be exposed to strenuous, dangerous or stressful conditions.

11. May be required to use personal protective equipment in the conduct of duties.
12. May be exposed to hazardous materials.
13. May be required to produce a prescribed certificate of appointment when visiting an industrial establishment.
14. May be required to travel regionally and internationally in the conduct of duties.
15. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of, and ability to interpret and apply occupational safety and health practices and procedures.
2. Expert knowledge of and ability to utilize occupational safety and health instruments, machinery and equipment including monitors, calibrators and meters.
3. Expert knowledge of and ability to interpret and apply standard operating procedures, International Labour Organisation (ILO) standards (including ILO OSH Convention No. 155, Recommendation No. 164, Convention No. 187, the Protocol of 2002 to Convention No. 155, and ILO-OSH 2001 guidelines), Labour Act Cap 16.04, Occupational Safety and Health Administration (OSHA) standards and ISO 45001 International Standard for Occupational Health and Safety Management Systems, and other relevant regulations and policy documents.
4. Expert knowledge of and ability to interpret and apply occupational risk assessment methodologies.
5. Advanced knowledge of, and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, collective agreements, Estimates of Revenue and Expenditure, and other relevant policy documents.
6. Advanced knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
7. Expert interpersonal skills and consistently demonstrates emotional intelligence.

8. Expert oral and written communication, listening and presentation and skills.
9. Advanced analytical and conceptualisation skills.
10. Advanced leadership and management skills with the ability to inspire and motivate staff.
11. Advanced negotiation and mediation skills.
12. Advanced organisational skills and project management skills.
13. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes.
14. Ability to conduct research, policy analysis, and benchmarking against international best practices and translating technical evidence into regulations, standards and codes of practice.
15. Ability to design and oversee national risk-based inspection and enforcement frameworks.
16. Ability to evaluate chemical, physical, biological, and ergonomic hazards and recommend mitigation strategies.
17. Ability to develop monitoring and evaluation frameworks and prepare technical and performance reports.
18. Ability to review and interpret building, mechanical, ventilation, air conditioning systems, floor plans and related technical drawings to ensure compliance with occupational safety and health and indoor air quality standards.
19. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
20. Ability to manage time, meet deadlines and remain calm under pressure.
21. Ability to exercise initiative and judgment in the execution of duties.
22. Intellectually acute, visionary and innovative.
23. Ability to adapt to organisational change.

EVALUATION CRITERIA

1. Demonstrated knowledge of, and ability to interpret and apply occupational safety and health practices, procedures, instruments, machinery and equipment including monitors, calibrators and meters.
2. Demonstrated knowledge of and ability to interpret and apply standard operating procedures, International Labour Organisation (ILO) standards (including ILO OSH Convention No. 155, Recommendation No. 164, Convention No. 187, the Protocol of 2002 to Convention No. 155, and ILO-OSH 2001 guidelines), Labour Act Cap 16.04, Occupational Safety and Health Administration (OSHA) standards and ISO 45001 International Standard for Occupational Health and Safety Management Systems, and relevant regulations and policy documents.
3. Demonstrated knowledge of and ability to interpret and apply occupational risk assessment methodologies.
4. Demonstrated knowledge of, and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, collective agreements, Estimates of Revenue and Expenditure, and other relevant policy documents.
5. Demonstrated knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
6. Demonstrated interpersonal skills and emotional intelligence.
7. Demonstrated effectiveness of oral and written communication, listening and presentation and skills.
8. Demonstrated analytical and conceptualisation skills.
9. Demonstrated leadership and management skills.
10. Demonstrated negotiation and mediation skills.
11. Demonstrated organisational skills and project management skills.
12. Demonstrated computer literacy skills.

13. Demonstrated ability to design and oversee national risk-based inspection and enforcement frameworks.
14. Demonstrated ability to evaluate chemical, physical, biological, and ergonomic hazards and recommend mitigation strategies.
15. Demonstrated ability to develop monitoring and evaluation frameworks and prepare technical and performance reports.
16. Demonstrated ability to review and interpret building, mechanical, ventilation, air conditioning systems, floor plans and related technical drawings to ensure compliance with occupational safety and health and indoor air quality standards.
17. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders
18. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
19. Demonstrated ability to maintain integrity, confidentiality, and professionalism in the conduct of duties.
20. Demonstrated ability to exercise initiative and judgment in the execution of duties.
21. Demonstrated ability to complete assignments and tasks as defined by performance targets.
22. Demonstrated ability to remain current on practices and developments in the management and occupational safety and health fields.
23. Demonstrated ability to prepare and submit reports that meet established standards.
24. Demonstrated political acuity.
25. Demonstrated ability to adapt to organisational change.

QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Occupational Safety and Health, Labour/Industrial Relations, Mechanical Engineering, Industrial Engineering, Safety Risk Management,

Environmental Health Science, or related field of study, plus three (3) years' experience in a post at Grade 15 or above; or three (3) years' relevant professional experience; **OR**

2. Bachelor's Degree plus Postgraduate Diploma in Occupational Safety and Health, Labour/Industrial Relations, Mechanical Engineering, Industrial Engineering, Safety Risk Management, Environmental Health Science, or related field of study, and three (3) years' experience in a post at Grade 15 or above; or three (3) years' relevant professional experience.

SALARY

Salary is at the rate of EC \$87,263.40 per annum (Grade 18, Step 1) plus 2% increase, effective April 1, 2025.

HOW TO APPLY

Applications should be made on the prescribed Government of Saint Lucia Employment Application Form and should be accompanied by certified copies of documents pertaining to qualifications, two (2) recent references and one (1) passport sized photograph along with other specified requirements.

Applications should be addressed to:

**The Secretary
Public Service Commission
Sir Stanislaus James Building
The Waterfront
Castries, Saint Lucia**

Applications should reach the above address no later than July 27, 2026.

Only suitably qualified candidates will be acknowledged.

Please be advised that candidates who meet the minimum qualifications and experience may not be considered for an interview; therefore, only the candidates with the best qualifications and experience will be shortlisted for interviews.