

Career Opportunity

Applications are invited from suitably qualified persons to fill the following positions in the Ministry of Health and Wellness (**Waste Management Unit**)

Operations Manager **Salary \$5,198,035 per annum**

JOB PURPOSE

Under the general direction of the Director, Medical Solid Waste Management Unit, the incumbent is responsible to manage the day-to-day administration and operations of the Waste Treatment Facility (WTF) through planning, directing, and coordinating support services to facilitate effective and smooth functioning. She/he will assist with administration, budget, procurement, public relation and marketing activities, and liaise with political operatives, functionaries at the Ministry of Health and Wellness, Regional Health Authorities, Healthcare Facilities, Medical Waste Treatment Facilities, Line Agencies and other stakeholders to accomplish the WTF programme objectives and targets.

KEY RESPONSIBILITY AREAS

Key Outputs

- Strategic and Operational Plans for the WTF developed and implemented
- Contracts and Service Level Agreements developed and monitored
- Inventory Management System developed and managed
- Staff welfare programme developed
- Performance appraisals conducted and evaluation reports prepared
- Staff education material developed and implemented
- WTF annual budget prepared

Technical Responsibilities

- Manages the day-to-day operation of the Waste Treatment Facility
- Monitors and ensures compliance with all licenses, permits and certifications issued for the Unit's Waste Treatment Facilities by various regulatory bodies
- Develops and maintains waste collection/delivery schedules for the Unit's waste treatment facilities.
- Implements and maintains an inventory management system in compliance with GOJ quantity of equipment and supplies guidelines ensuring that it is adequately equipped all times with the appropriate.

Technical Competencies

- Sound knowledge of business processes, operations management and financial Management.
- Sound knowledge and experience of GOJ procurement, accounting/financial Management and inventory management guidelines
- Demonstrated ability to grasp, explain and apply complex and dynamic legislations, Policies, operations standards and management plans related to waste mgt.
- Proficiency in relevant software applications including MS Word, Excel and PowerPoint.
- Knowledge of waste management and environmental issues
- Knowledge in industrial plant operation

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration, Operations Management, Public Administration, Management Studies or related field
- Minimum five (5) years' related experience with at least two (2) years' experience in a managerial/supervisory role
- Experience in training, sales/marketing, project management and financial management would be an asset



Kindly visit the Ministry of Health & Wellness' website (www.moh.gov.jm) for additional details of the job.

Applications with résumés are to be submitted no later than **Friday May 22, 2026**, to the:
Senior Director, Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.