

Career Opportunity

Applications are invited from suitably qualified persons to fill the following positions in the Ministry of Health and Wellness (**Standards & Regulation Division**)

Coordinator Quality Assurance (GMG/SEG 2) **Salary \$4,266,270 per annum**

JOB PURPOSE

Under the direction of the Director, Standards Research and Development, the Coordinator, Quality Assurance leads the design, coordination, and continuous improvement of quality assurance systems and regulatory standards governing pharmaceutical and health-related products.

KEY RESPONSIBILITY AREAS

1. Designs and implements an integrated quality assurance framework, including standards, protocols, and performance indicators aligned with national and international requirements.
2. Develops and reviews standards, guidelines, and SOPs to support regulatory compliance and continuous quality improvement across the Ministry and its Agencies.
3. Coordinates and conducts audits, inspections, and compliance reviews to assess adherence to established standards; identifies gaps and recommends corrective actions.
4. Analyzes audit findings, service delivery data, and stakeholder feedback to develop and implement targeted quality improvement initiatives.
5. Provides technical guidance to senior managers, regional authorities, and regulated entities on quality assurance systems, compliance requirements, and best practices.
6. Participates in research initiatives and contributes to the development of evidence-based policies, norms, and standards for quality assurance.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Quality Management, Engineering or a related field
- A minimum of three to five (3-5) years' working experience in the quality assurance field
- Prior experience in a manufacturing or pharmaceutical environment would be an asset
- Certification in quality management systems (e.g., Six Sigma, ISO 9001) is required

Applications with résumés are to be submitted no later than **June 29, 2026, to:**

Director

Senior 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.