



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: SENIOR METROLOGY OFFICER
MINISTRY: FINANCE, INVESTMENT AND TRADE
DEPARTMENT: TRADE, INDUSTRY AND FAIR COMPETITION
LOCATION: PROVIDENCIALES

JOB SUMMARY:

The Senior Metrology Officer leads the planning, coordination and implementation of legal and scientific metrology activities to ensure measurement accuracy, fair trade and consumer protection across the Turks and Caicos Islands. The Officer provides technical oversight for calibration, verification and enforcement functions, manages national and working standards and supports the establishment of a national metrology framework consistent with regional and international best practices.

KEY DUTIES AND RESPONSIBILITIES:

- Develop and manage the annual metrology work plan, including calibration, risk-based inspection, verification, market surveillance programmes for measuring instruments and public awareness activities.
- Supervise and mentor Metrology Officers and technical staff, ensuring effective scheduling and execution of field and laboratory verification work.
- Oversee maintenance and traceability of reference and working standards to regional and international benchmarks including CARICOM Regional Organization for Standards and Quality and International Organization of Legal Metrology.
- Conduct high-level calibration, pattern approval and verification of measuring and weighing instruments used for trade.
- Provide technical advice to government, industry and consumers on metrology standards, measurement systems and legislative requirements.
- Lead the implementation and monitoring of the legal metrology framework, including drafting or reviewing related legislation, regulations, and procedures.
- Ensure national measurement traceability and legal metrology controls are maintained in accordance with internationally recognized metrology frameworks and obligations.
- Represent the Department at regional and international meetings, training sessions, and technical committees related to metrology.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

- Prepare technical reports, inspection summaries, and annual performance data for management and policy decision-making.
- Establish the metrology lab in accordance with International Standards Organization/ International Electrotechnical Commission and related quality management standards.
- Oversee laboratory quality management systems, including internal audits, corrective actions, proficiency testing participation and management reviews.
- Promote public awareness on the importance of accurate measurement and fair trade.
- Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Physics, Mathematics, Engineering, Applied Sciences or a related field.
- A Post-graduate degree and or further qualification in Mathematics, Physics, Engineering, Applied Sciences or a related field will be an asset.
- Minimum of seven (7) years' experience in metrology, standards enforcement or laboratory calibration of which, two (2) years were in a supervisory capacity.
- Formal training in legal or industrial metrology and familiarity with international metrology systems such as International Organization of Legal Metrology, International Bureau of Weights and Measures or International Standards Organization.
- Experience in supervision, project coordination, and policy or standards development.
- Proficiency in Microsoft Office and data management systems for calibration and inspection records.

Core Competencies:

- Advanced technical and analytical skills in measurement science.
- Strong leadership and planning abilities.
- Excellent communication and report writing skills.
- Integrity and impartiality in enforcement of metrology laws.
- Capacity to train and mentor junior officers.

SALARY: Grade 8.1- \$64,985.00 per annum





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, and Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

