

JOB OPPORTUNITY

EXECUTIVE MANAGER ANALYTICAL SERVICES

DEPARTMENT: ANALYTICAL SERVICES

REPORTS TO: CHIEF EXECUTIVE OFFICER

POSITION SCOPE:

The Caribbean Industrial Research Institute (CARIRI) is seeking an Executive Manager – Analytical Services to join our leadership team, The Executive Manager will report to the Chief Executive Officer and will be responsible for facilitating, directing, coordinating and supervising the human capital and wide range of analytical testing, consultancy and other services provided by the Institute's Chemistry (Analytical and Petroleum), Microbiology and other testing Labs while managing the operations' budget and meeting all quality and HSSE standards.

Key Duties and Responsibilities

1. Plans, organises, directs and implements the activities of various labs, e.g. Analytical, Chemistry, Petroleum and Sustainable Energy Services, Food and General Microbiology and Environmental Microbiology.
2. Ensures that the desired aims, objectives, KPI and outcomes of the Institute are successfully achieved.
3. Collaborates with the Management Team and other applicable stakeholders to ensure resources, such as human capital, equipment, instrumentation, consumables, raw materials and other necessary resources are available to initiate and sustain testing, consultancy and all other services of the departments.
4. Manages the budget of the departments in accordance with the approved plan, while monitoring the expenditures and cost against delivered and realised benefits as the various projects progresses.
5. Actively seeks out new business opportunities and liaises with new and existing business partners, local, regionally and internationally.
6. Works with the Management Team to market testing, consultancy and technological services, including representation on Boards, at conferences and other sessions locally, regionally and internationally, including the preparation of working or research papers.
7. Conducts and participates in progress and status review meetings including strategic, operations quality and HSSE.
8. Provides regular reports to the Chief Executive Officer and/or Board of Management on the overall status of all the activities/ projects undertaken by the departments and any outstanding issues that have not been satisfactorily resolved.
9. Manages and monitors timely resolution on all issues that might adversely affect work/project schedule, deliverables, or desired outcomes.
10. Ensures that a system for monitoring the status of the activities/ projects and unresolved issues are established and properly managed.
11. Ensures that all deliverables meet appropriate quality and HSSE standards.
12. Manages third party contributions to the various activities/ projects as appropriate.
13. Ensures that a system is implemented for tracking and managing risks to the various activities/ projects.
14. Provides leadership, coaching, mentoring, performance management, conflict resolution, and technical and business support and guidance to staff members.
15. Any other applicable duties.

Minimum Academic Requirements

- BSc in Chemistry, Analytical Chemistry, Bio Chemistry, Petroleum Chemistry, Microbiology, or similar degree
- Masters / PhD / DBA in a suitable degree e.g., Chemistry, Business Administration, Project Management, Leadership, etc
- Certified training in Project Management, such as PMP.
- Certification in management or leadership.
- Training in Leadership.

Minimum Number of Years of Relevant Experience

- Fifteen (15) years relevant experience in a similar setting.
- At least ten (10) years' experience managing projects.
- At least ten (10) years' experience at a senior or executive level.
- At least eight (8) years' demonstrated experience within an ISO certified environment.



Core and Leadership Competencies

- Expert level knowledge of analytical equipment as well as method development, qualification and validation.
- Demonstrated scientific excellence, technical and business leadership, creativity and innovation, with strong analytical and decision-making abilities.
- Demonstrated experience with quality management and HSSE systems.
- Sound knowledge of Project Management approaches, tools and phases of the project lifecycle.
- Strong team player, able to work with and through others, and lead large teams across multiple disciplines, influencing and motivating them towards a common goal.
- Working knowledge of budgetary control and resource allocation procedures.
- Exceptional communication skill – both written, verbal and non-verbal.
- Problem solving and root cause identification skills.
- Demonstrated knowledge and experience conducting Risk Assessment.
- Demonstrated ability to deliver results under tight timelines, and ability to adapt quickly to changing project/client needs.

A combination of experience and qualifications will be considered.

Applications can be submitted in soft copy via email to hr.exec.mgr@cariri.com or alternatively, hard copies can be submitted directly to the HR Department, in a sealed envelope, with the position clearly stated on the envelope and addressed as follows:

POSITION: Executive Manager Analytical Services

**Attention: Ms. Joann Rodriguez-Nanton
Executive Manager -Human Resources
Human Resource Department
CARIRI, UWI Campus
St. Augustine**

The closing date for all applications is **July 19th, 2024**

Please note that unsuitable and late applications will not be acknowledged.