



## POSITION ANNOUNCEMENT

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| <b>JOB TITLE:</b>  | <b>Veterinarian (Animal Health Inspection Program Coordinator)</b> |
| <b>TYPE OF VACANCY:</b>  | <b>Staff</b>   |
| <b>REPORTS TO:</b>   | <b>Director</b>  |
| <b>DEPARTMENT:</b>   | <b>Veterinary Services</b>   |
| <p><b>SUMMARY:</b> The Animal Health Inspection Program Coordinator reports to the Veterinary Services (VS) Director and is responsible for the planning of the inspection program as well as the management and training of all staff involved in inspection activities. The successful candidate shall have strong teaching, communication, written and organizational skills to ensure that the inspection program is planned and managed effectively so as to implement and enforce the Act and to liaise with collaborating agencies in order to do so. This individual must be able to multitask and may be required to travel on occasion.</p>  |  |
| <p><b>DUTIES AND RESPONSIBILITIES:</b> The duties of the Veterinarian (Animal Health Inspection Program Coordinator) include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Assist in establishing and implementing an inspection plan and program;</li> <li>➤ Identify and monitor prospective inspectors in the school and elsewhere;</li> <li>➤ Train and facilitate the training of staff involved in inspection activities in BAHFSA and collaborating agencies;</li> <li>➤ Organize/plan training workshops and other activities;</li> <li>➤ Collaborate with agencies involved in inspection activities to establish inspection programs within each agency;</li> <li>➤ Prepare presentation materials;</li> <li>➤ Assist with public and agency awareness of SPS and other implementation activities;</li> <li>➤ Engage in on the job training opportunities;</li> <li>➤ Other responsibilities as requested.</li> </ul> |  |
| <p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ Possess animal health inspection knowledge;</li> <li>➤ Possess basic office and computer skills in using Microsoft Word, Excel and PowerPoint;</li> <li>➤ Have organizational, communication, office management and teaching skills;</li> <li>➤ Be able to work independently and interact professionally when addressing staff and visitors;</li> <li>➤ Be a team player and work effectively and supportively with others;</li> <li>➤ Be able to handle multiple tasks simultaneously.</li> <li>➤ Be research oriented (ideal if the applicant has participated in research in the past)</li> </ul>   |  |
| <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Doctor of Veterinary medicine degree or an accepted equivalent;</li> <li>➤ A minimum of two (2) years' work experience in inspection programs and training.</li> </ul>  |  |
| <p><b>Salary for the post:</b> \$45,450 - \$ 55,950 X \$700 per annum.<br/>* Salary will be commensurate with qualifications and experience</p>  |  |
| <p><b>Interested applicants should send the following to the Human Resources Department via email:</b></p> <ol style="list-style-type: none"> <li>1. A cover letter of interest highlighting work experience and accomplishments;</li> <li>2. Current Curriculum Vitae or Resume;</li> <li>3. Copies of Relevant Qualifications and Certificates.</li> </ol>   |  |
| <p><b>Submit electronically to:</b></p>  |  |



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| Email: <a href="mailto:bahfsa@bahamas.gov.bs">bahfsa@bahamas.gov.bs</a><br>Attention: Human Resources   |  |
| <b>Date Published</b>   |  |
| <b>Date to be Removed</b>   |  |
| <b>Application End Date</b>   |  |
| <i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Veterinarian (Animal Health Inspection program Coordinator)</i> |  |

## POSITION ANNOUNCEMENT

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| <b>JOB TITLE:</b> | <b>Veterinarian (Surveillance Coordinator)</b> |
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| <b>TYPE OF VACANCY:</b>  | <b>Staff</b>               |
| <b>REPORTS TO:</b>   | <b>Director</b>            |
| <b>DEPARTMENT:</b>   | <b>Veterinary Services</b> |
| <p><b>SUMMARY:</b> The Surveillance Coordinator reports to the Veterinary Services (VS) Director and is responsible for planning and implementing a program to prevent, survey and prepare for, monitor and respond to animal health emergencies including diseases and pests of interest to prevent their introduction or spread. The successful candidate shall have strong communication, written and organizational skills to ensure that the surveillance program is running smoothly and be able to liaise with other staff in the VS and collaborating agencies to implement the program. This individual must be able to multitask and may be required to travel on occasion.</p>  |                            |
| <p><b>DUTIES AND RESPONSIBILITIES:</b> The duties of the Surveillance Coordinator include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Assist with planning an effective program for the prevention, traceability, surveillance, monitoring, preparedness and response to animal health emergencies including diseases, pests and other conditions of animal, human or environmental health concern;</li> <li>➤ Liaise with collaborating agencies and staff nationally, regionally and internationally in order to implement the plan;</li> <li>➤ Assist with establishing and manage a diagnostic plan to develop the capacity and program required to effectively implement and support the surveillance program;</li> <li>➤ Organize/plan meetings (inquire about participants' availability) and other events; it may require research of vendor pricing;</li> <li>➤ Establish a traceability program for local and imported animals and animal products;</li> <li>➤ Prepare presentation materials and conduct meetings, workshops and other fora to assist in implementing the surveillance plan;</li> <li>➤ To assist with training of animal health inspectors and staff in collaborating agencies along with agro-producers and the public in the identification, reporting and response to diseases, pests and other animal health emergencies;</li> <li>➤ Assist with documentation of information;</li> <li>➤ Store/file, organize and manage files;</li> <li>➤ Type, edit and proofread documents;</li> <li>➤ Attend national, regional and international meetings;</li> <li>➤ Engage in on the job training opportunities;</li> <li>➤ Other responsibilities as requested.</li> </ul> |                            |
| <p><b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>➤ Proven knowledge and experience in animal health diagnostics, surveillance and traceability programs;</li> <li>➤ Be able to work independently and interact professionally when addressing staff and visitors;</li> <li>➤ Be a team player and work effectively and supportively with others;</li> <li>➤ Be able to handle multiple tasks simultaneously.</li> <li>➤ Be research oriented (ideal if the applicant has participated in research in the past)</li> </ul>  |                            |
| <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ Doctor of Veterinary Medicine degree or equivalent;</li> <li>➤ A minimum of two (2) years' work experience in surveillance and/or diagnostics.</li> </ul>   |                            |
| <p><b>Salary for the post:</b> \$45,450 - \$ 55,950 X \$700 per annum.<br/> * Salary will be commensurate with qualifications and experience</p>   |                            |



**Interested applicants should send the following to the Human Resources Department via email:**

4. A cover letter of interest highlighting work experience and accomplishments;
5. Current Curriculum Vitae or Resume;
6. Copies of Relevant Qualifications and Certificates.

**Submit electronically to:**

Email: [bahfsa@bahamas.gov.bs](mailto:bahfsa@bahamas.gov.bs)

Attention: Human Resources

**Date Published**

**Date to be Removed**

**Application End Date**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant*