



**BAHAMAS AGRICULTURAL
HEALTH AND FOOD SAFETY
AUTHORITY**

MINISTRY OF AGRICULTURE AND
MARINE RESOURCES
ISLAND TRADERS BUILDING
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12th February 2018

**Advertisement
Circular No.1 of 2018**

**VACANCY FOR THE POST OF
EXECUTIVE DIRECTOR**

FOR

BAHAMAS AGRICULTURAL HEALTH AND FOOD SAFETY AUTHORITY
MINISTRY OF AGRICULTURE AND MARINE RESOURCES

Applications are invited from suitably qualified serving officers to fill the post of Executive Director for the Bahamas Agricultural Health and Food Safety Authority (BAHFSA).

Requirements for the Post:

- Minimum Bachelor of Science Degree in Business Administration, Finance or Management with ten (10) years supervisory experience with shown capacity in matters relating to business and management
OR
- Master of Science Degree in Business Administration, Finance or Management with five (5) years supervisory experience with shown capacity in matters relating to business and management
OR
- Bachelor of Science Degree in a technical field regulated by BAHFSA and a post graduate qualification in Business Administration, Finance or Management with shown capacity in matters relating to business and management
- May not be a member of either House of Parliament or director, officer or servant or have a controlling interest in any business regulated by this Act
- Experience or knowledge of food safety systems, plant protection or veterinary services are desirable
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly
- Leadership skills including the ability to manage time effectively and handle both internal and external conflicts

Key Competencies:

The successful candidate must be a progressive leader with innovative ideas to serve as the Chief Executive Officer of the Authority and provide administrative and technical support and oversight of staff employed under the Authority. He or she is responsible for all matters related to the efficient and effective operation of the Authority.

VACANCY FOR THE POST OF EXECUTIVE DIRECTOR

General Job Description:

The Executive Director will be expected to:

- a. Acts as a liaison between the Board and the staff and provides regular reports to the Board with respect to property and activities that may be required
- b. Formulates policies, programmes and direction to meet strategic goals
- c. Ensure that resources are allocated to company priorities
- d. Oversee design, promotion, delivery and quality of programmes, products and services
- e. Responsible to the Board for the administration of the daily affairs of the Authority
- f. Recommends annual budget for the approval of the Board and prudently manages the financial resources within budget guidelines and according to laws and regulations
- g. Oversees the daily operations
- h. Effectively manages human, financial and physical resources according to authorized policies
- i. Provide accounts to the Chairman and other information with respect to the property and activities that he may require
- j. Promotes the organization national and internationally and interfaces with the community
- k. Do all acts that are required, including travel and public speaking, advantageous or convenient for or in connection with the carrying out, or incidental to the proper discharge and may carry out such activities alone or in association with any other person or body whether public or private.

Reports To: Chairman of The Bahamas Agricultural Health and Food Safety Authority

Salary:

Salary for the post is equivalent to Scale GR6: \$57,850 - \$68,250 X \$800 per annum.

* Salary will be commensurate with qualifications and experience

Submission of Materials:

Application should be submitted electronically to: BAHFSA@bahamas.gov.bs, Attention: Chairman of The Bahamas Agricultural Health and Food Safety Authority with:

1. cover letter describing philosophy and vision, and
2. curriculum vitae.

Application deadline: 26th February, 2018.

Permanent Secretary