



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Junior Veterinary Officer

**DEPARTMENT:** Agriculture Department

**MINISTRY:** Ministry of Tourism

**LOCATION:** Grand Turk

### **JOB SUMMARY:**

To protect the country's sanitary status through the implementation, development and maintenance of disease surveillance and monitoring programmes as well as to employ the skills and knowledge of veterinary public health to protect humans from zoonoses and provide for food security through maintenance of good animal health. Finally, it administers the daily functions and duties of the Division.

### **TASKS AND RESPONSIBILITIES:**

1. Issue and certify import permits for the importation of controlled commodities
2. Issue and certify sanitary certificates for export
3. Conduct risk assessments on animal commodities intended for import
4. Audit all disease monitoring and surveillance systems (MOSS) of the designated island
5. Conduct basic disease risk and epidemiological surveillance exercises
6. Protect public health by employing the proper techniques of veterinary public health in conjunction with the authority responsible for health.
7. Identify and authorize disease investigation in the field
8. Liaise with the veterinary and animal communities to promote proper animal welfare systems
9. Develop and administer the animal disease emergency response plan in conjunction with other responsible governmental and non-governmental bodies
10. Decide and authorize emergency action during major livestock disease epidemics
11. Formulate animal control mechanisms and oversee their proper functioning
12. Review permits and importation documents, prepare and execute refusal of entry, removal and enforce policies regarding quarantine;
13. Captures and removes stray, uncontrolled, feral or abused animals from undesirable situations, using nets, traps, snares or tranquilizer darts as necessary
14. Euthanizes diseased (diseases of public health and veterinary public health significance), unclaimed or severely injured animals
15. Properly examine documents for the issuance of dog licences
16. Examines animal licences and inspect establishments housing animals for compliance with the animal health and animal welfare laws.
17. Examines animals for injuries or malnourishment and arrange for all necessary veterinary treatment.
18. Conducting witness interviews, evidence collection and report writing.
19. Issues warnings as it relates to breaches of animal welfare and other related offenses or contact the police to request arrests where appropriate.
20. Writes reports of activities and maintain files of impoundments and disposition of animals.
21. Answers inquiries from the public as it relates to animal control operations.





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22. Educates the public about animal welfare, animal control, plant health laws and regulations
23. Adheres to all Public Service codes, rules and regulations.
24. Performs any other functions assigned by superiors.

## QUALIFICATIONS and EXPERIENCE:

### Qualifications:

- Bachelor's degree or Diploma in Animal Science, Animal Health or Veterinary Public Health or equivalent and
- Bachelor's degree or Diploma or Certificate in General Agriculture

### Experience

At least Three (3) years working experience doing inspections of plant and animal products and working with animal welfare organisation, humane society or their equivalent

**SALARY: Grade 7.1 - \$54,670.00 per annum**

### APPLICATION PROCEDURE

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.

**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.***

