

**TERMS OF REFERENCE
CHIEF EXECUTIVE OFFICER (CEO)
GUYANA FOOD SAFETY AUTHORITY (GFSA)
MINISTRY OF AGRICULTURE**

I. PURPOSE

To lead, manage and implement an integrated and coordinated approach to protect the health and wellbeing of consumers by promoting and ensuring food safety along the food chain. Guide the **Guyana Food Safety Authority** towards:

- (i) the achievement of its Vision,
- (ii) to provide leadership for the achievement of its Mission and Strategic Objectives, through effective management of its constituent departments.

II. POSITION RESPONSIBILITIES

- a) **Lead** in the development of a vision, mission and strategic plan with the GFSA Board and in collaboration with other key stakeholders and, once adopted, lead in the promotion and implementation of strategies and plans to achieve these.
- b) **Advise** the Board on policy formulation and strategies to achieve objectives and highlight any significant issues for their attention
- c) **Advise** Ministers on technical and scientific matters related to food regulations and food safety policy.
- d) **Develop** a cohesive and effective organisation committed to consumer protection and food safety by providing oversight of all FSAI activities, managing day to day operations, for a smooth, efficient, and effective organization.
- e) The Chief Executive Officer of the Guyana Food Safety Authority is subject to the general and specific directions of the Authority and is responsible for the execution of the policy of the Authority and answerable therefore to the Board of the GFSA.
- f) The CEO provides strategic leadership for the entire operations of GFSA and is specifically responsible for coordinating effectively the execution of the agreed strategies of the Authority; and the effective delegation of Authority to discharge the following range of responsibilities.

- i. Farm Certification and Crop Protection
 - ii. Meat, Food Manufacturing and Agro-processing
 - iii. Food Service and Hospitality
 - iv. Quarantine and Border Control
 - v. Surveillance Foodborne Illnesses Investigations
 - vi. Food Safety Planning and Training
 - vii. Risk Management and Communication (M&E)
 - viii. Legal/Enforcement and Research: Providing authoritative legal advice and relevant support in respect of matters of the GSFA that are impacted by Laws and related protocol which are perceived to have legal implications and may include the enforcement of compliance.
 - ix. Internal Audit: Conducting the Internal Audit Programme and providing an independent analysis of the financial and operational components of GSFA.
 - x. General Management, Human Resources Management and Financial Management with specific emphasis on strategic and operational planning, and organization and coordination of strategy implementation.
 - xi. Management of relations with collaborating Agencies, clients, stakeholders, and regional and international agricultural institutions
- g) The Chief Executive Officer is expected to keep the Board fully informed of developments within the GFSA and outside of, but related to, the GFSA. The Chief Executive Officer also facilitates the communication flow between the GFSA and Board Members during intervals between meetings; as well as assists Board Members in the performance of their respective functions.
- h) **Engage** with key stakeholders to achieve full compliance with food safety legislation and regulations.
- i) Have good communication with key stakeholders on key food safety issues, particularly so in relation to significant food safety incidents.
- j) The above position responsibilities identify specific duties necessary to attain the job purpose; these responsibilities do not preclude the jobholder from carrying out other related activities that may be inherent in the job or as may be directed by his functional superior.

III. EXTERNAL:

- a) Lead, partner or support the Ministry of Agriculture, Ministry of Public Health, Mayor and City Council, and the University of Guyana where necessary:
 - in preventing foodborne illness, achieving compliance with legal and policy requirements and in providing input into the design of the food control system.
 - to assess and demonstrate compliance with all safety and nutritional requirements, including trade and commerce legislation and policies for domestic food production, import and export.
 - to facilitate a program to protect the safety of the food supply and enable related trade and commerce
- b) Work with external partners and stakeholders

IV. **PRINCIPAL ACTIVITIES TO ATTAIN PURPOSE**

The following responsibility statements identify specific duties necessary to attain the job purpose while not precluding the position holder from carrying out other related activities that may be inherent in the position:

- a) **Leads** the strategic planning process for the GFSA taking into consideration its Mission Statement, internal and external environments and the needs and priorities of its clients and stakeholders.
- b) **Establishes** procedures to implement policy decisions; undertakes a leadership role in interpreting policies and in strategy conceptualization and formulation, with GFSA's Senior Management, Collaborating Agencies, Food operating business, farmers and other stakeholders; and implements priority areas of activity.
- c) **Provides** the Board with up-to-date decision-support information flowing out of policy and operations analyses, impact assessment studies, technology evaluation, ex-ante and ex-post economic analyses, etc. and prepares management reports to facilitate Board decisions.
- d) **Sets** performance standards for all **GFSA** operations and monitors and evaluates each department's efforts to achieve targets.
- e) Reviews and evaluates existing research and development methodologies on a global basis and sets in train ongoing measures to improve the effectiveness, efficiency and technical integrity of GFSA's research and development capabilities and methodologies.

- f) **Keeps** abreast of all relevant statutes, protocols, guidelines and ensures that Managers and Staff also are adequately informed.
- g) **Ensures** that there is a sufficiency in both quality and quantity of all necessary resources — human, financial and physical — to achieve the targeted outcomes of the strategies, and timely satisfaction of resource requirements of the technical and corporate projects; assists in identifying programmes to develop human resources for maximum motivation and performance.
- h) **Determines** the information and communication needs of **GFSA's** projects, and its clients on a collegial basis.
- i) Scans the internal and external environment within which GFSA operates and assesses the impact of factors that are likely to influence the business of GFSA now and into the foreseeable future; also works at expanding the role of advocacy and representation.
- j) **Makes** field visits where applicable, meets with subordinates and reviews reports to monitor progress and provides advice as required.
- k) **Reviews** a wide range of Statutory and other periodic reports, ensures their validity and that their outputs are produced and disseminated in the form of various communication products such as scientific papers, fact sheets, technical packages, brochures and bulletins.
- l) Continually **conducts** meetings, interviews and other fora on matters of interest to **GFSA** and Stakeholders. **Reviews** disciplinary procedures and makes decisions or recommendations on action to be taken

V. WORKING CONDITIONS

The incumbent is expected to:

- Work in a high pace environment
- Ability to multi-task and respond to unplanned or unpredicted developments and reporting
- Travel within and out of Guyana

VI. EMOLUMENTS AND BENEFITS

An attractive remuneration package commensurate with education and experience will be offered. The CEO will also be granted duty allowance, leave with pay, telephone allowance, internet allowance.

VII. SKILLS AND COMPETENCE

1. Strategic thinking and Leadership
2. Problem solving and analysis.
3. Client orientation and customer focus.
4. Effective Communication
5. Negotiation and mediation

VIII. QUALIFICATION AND EXPERINCE

Candidates must possess:

- a. a post graduate degree in Management, Agricultural Science, Food Science, law or related fields.
- b. Minimum 8 years of experience in a senior management position.
- c. And Programme or Project Management (managing human resource, managed international funded projects, developing and writing projects), Financial Management (resource mobilisation and management).

APPLICATIONS

Application with detailed Curriculum Vitae should be addressed to:

Permanent Secretary, Ministry of Agriculture

And send by email to psmoa@agriculture.gov.gy

The deadline for the submission of application is **May 4, 2023**.