



Belize Agricultural Health Authority

JOB DESCRIPTION

JOB TITLE:	Quarantine Inspector
ORGANIZATIONAL UNIT:	Quarantine Department
REPORTS TO:	Sr. Quarantine Inspector
SALARY SCALE:	BAHA Pay Scale 10: \$17,810.76 x 852.84 - \$34,014.72
REVISED:	November 2024

JOB SUMMARY: Perform inspection of agricultural and food commodities for the protection of agricultural health and food safety and facilitate trade of Belize's agricultural export products.

PERFORMANCE REQUIREMENTS AND STANDARDS:

Minimum Qualification and Experience Requirements: Associate degree in applied sciences (Agriculture or Agricultural Science) and preferably with one (1) year work-related experience.

Competencies:

1. Superior work ethics and practices, honesty and integrity.
2. Superior public relations and written and verbal communication skills.
3. Bi-lingual (Ability to speak and write English and Spanish).
4. Valid class "A" driver's license.
5. Computer literate in Microsoft Suite and other related programs/software.
6. Team player who is highly motivated and takes initiative.

Working Conditions:

1. Perform key job responsibilities at designated point of entry and in accordance with guidelines laid out in the Quarantine and Inspection Service Procedural Manual.
2. Hours of duty for this post shall be on an eight-hour shift, including weekends and public and bank holidays.
3. Where the eight-hour shift falls outside normal working hours, remuneration shall be paid in accordance with the relevant Section of the Labor Act and BAHA's Terms and Conditions of Service.
4. The Quarantine Inspector is subject to transfer to another quarantine station either within or outside of the same District, every two to three years.
5. This post is subject to all other employment policies and procedures as laid out in BAHA's Terms and Conditions of Service.

KEY JOB RESPONSIBILITIES

1. Ensure that goods of regulated commodities are accompanied by valid documents, either for importation or exportation.
2. Prevent/control the introduction and dissemination of plant and animal pest and disease from foreign countries, by prohibiting and/or restricting the entry or movement of goods of quarantine importance.



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3. Inspect and quarantine (if required) imported plants, animals, and their products, and by products (veterinarians are responsible for live animals excluding pets)
4. Inspection of carriers for prohibited and restricted plants and animals, their products and by products, as well as for plants and animals pests and diseases.
5. Inspection of plants and animals, their products and by products being retained on vessels as well as those being offered for import, to prevent the introduction, dissemination and possible establishment of exotic plant and animal pests and disease.
6. Confiscation and destruction of prohibited or confiscated regulated commodities.
7. Participate actively in the control and eradication of pests or disease outbreaks.
8. Facilitate the exportation of agricultural products including forestry products by inspection and supervision of quarantine treatment (whenever applicable) and, if requirements are met.
9. Issue Phytosanitary Certificate for approved plant products after consultation with the Plant Health Department
10. Supervise quarantine treatment, determine location of such treatment prior to importation, exportation, or transits of regulated commodities.
11. Conduct market inspection and verify that all regulated commodities were legally imported.
12. Establish checkpoints and work with other law enforcement agencies with the aim of controlling the trafficking of regulated illegal commodities.
13. Verify that all pesticides, declared at ports of entry, comply with the Pesticide Control Board import permit requirements; stamp and sign corresponding entry forms and issue landing permits once conditions have been met.
14. Attending workshops, seminars and/or meetings related to the job.
15. Perform other job-related tasks as assigned.