



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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24th September, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Cannabis Licensing Authority (CLA)**:

1. **Director, Administration (GMG/SEG 2)** salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Human Resource Officer (GMG/AM 4) – Vacant** salary range \$1,410,802 – \$1,672,000 per annum and any allowance(s) attached to the post.

1. **Director, Administration (GMG/SEG 2)**

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Administration, the Director, Administration will ensure the efficient operations of the administrative support functions of the Authority by formulating and implementing effective overarching policies and procedures regarding Office Services and Management, Transport, Property, and Records Management based on Government principles and regulations.

Key Responsibilities

- **Processes requests for Official Travel Overseas by:**
 - Making travel arrangement (hotel and flight) for official travel
 - Computing allowances due to officials
 - Completing requests for foreign exchange
 - Completing requests and sending to the Ministry for approval
 - Preparing Minutes to the Director, Human Resource Management and Administration, for dispatch to the Permanent Secretary for approval of per diem
- **Provides adequate office accommodation and relevant physical facilities to ensure that the Authority's operations are conducted in a comfortable and conducive environment by:**
 - Ensuring that all offices are properly equipped with adequate furniture and equipment by equipping offices with adequate office furniture and equipment
 - Ensuring that all office equipment is in working condition
 - Establishing systems and procedures for the payment of relevant bills on a timely basis;
 - Developing a daily logging system to monitor the maintenance of offices and other staff facilities
 - Reviewing on a regular basis, the state of office facilities to include furniture and equipment and determining follow up actions as deemed necessary
 - Liaising with the Human Resource and Development Unit to ensure that
 - adequate facilities and basic personal supplies are available for emergencies,
 - provisions are made for safety equipment and for special needs/disabilities of staff as required
 - Ensuring Sick Bay is adequately cleaned and stocked
 - Ensuring Cleaning Support Team is adequately allocated and the necessary services are provided to the respective offices within the Authority
 - Arranging for the distribution of newspapers to relevant officers
 - Assisting in the planning, co-ordination and execution of meetings/functions conducted by the Authority
 - Developing new seating plans and managing modifications to existing accommodation/ arrangements
 - Liaising with Unit/Divisional Heads for the purchase of new office furniture/equipment or to arrange for the repairs/servicing of same

- Ensuring that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supplies
- Overseeing the upkeep of an adequate cleaning service which entails dusting, cleaning carpet and cobwebbing
- Developing and implementing a robust inventory control system to include standard operating procedures
- Ensuring the maintenance of an up-to-date inventory of all furniture, office equipment and supplies
- **Manages the Authority's Stores and Inventory efficiently and effectively by:**
 - Making arrangements for repair of furniture and equipment and for Board of Survey for unserviceable items
 - Monitoring the implementation of recommendations by the Board of Survey
 - Receiving goods from suppliers and checking them against relevant documentation
 - Ensuring goods received are certified, promptly recorded and taken into storage
 - Storing and distributing goods in accordance with Industry Standards e.g. Last in First Out (LIFO), small items etc.
 - Identifying shortages, excesses, breakages and incorrect deliveries for prompt action e.g. returns
 - Distributing goods to relevant Units/Divisions within the Authority
 - Developing and maintaining proper inventory records of all goods received and distributed
 - Maintaining Purchasing Database and cross reference with invoices and other documentation to monitor and track payments to suppliers
 - Conducting stocktaking of goods in keeping with set standards to reconcile balances and to inform stock re-order levels
 - Maintaining proper storage records e.g. codes and classification
 - Managing the Vault/Stationery Storage Room and ensuring the safety of the Authority's stores and inventory items
 - Recommending the disposal of waste, obsolete, defective and contaminated items in storage in accordance with government guidelines

Customer Service

- **Provides efficient customer service and telephone services by:**
 - Monitoring the switchboard and extensions as well as directing telephone lines in collaboration with the Information Technology and Business Services Unit to ensure that they are in good working condition and addresses any staff-related problems associated with making and receiving telephone calls
 - Reviewing system and providing recommendations on upgrading requirements in collaboration with the Information Technology and Business Services Unit
 - Facilitating orientation of staff on use of telephone features
 - Ensuring that the Receptionist Area is adequately staffed, and proper protocols observed in the interactions with visitors and staff
 - Planning and maintaining the provision of adequate Office Attendant and Messenger services and rotating staff from time to time to ensure efficiency.

Transport Services

- **Ensures that the Authority's motor vehicle fleet is managed in an efficient and cost-effective manner by:**
 - Overseeing the development and implementation of fleet Management System to appropriately account for all vehicles in accordance with the Motor Vehicle Policy of the Ministry of Finance and the Public Service
 - Recommending unserviceable vehicles to the Board of Survey to facilitate removal and replacement
 - Directing the management of vehicle schedules for operations, staff events, mail delivery, meetings etc.
 - Making recommendations and preparing budget for the procurement of vehicles to meet the Authority's needs
 - Ensuring systems are implemented to facilitate general servicing, repairs and maintenance of the Authority's vehicles
 - Implementing a monitoring system to ensure economic use of petrol, advance cards, oils and lubricants
 - Maintaining business contacts with Insurance Companies with a view to securing the best deals on Motor Vehicle Insurance for the Ministry
 - Ensuring that documents (Fitness, Registration Certificates and Insurance Certificates) for all fleet vehicles are up- to- date and properly filed

- Ensuring the safe custody of vehicles after working hours
- Ensuring all vehicle operation policies and systems are up to date and enforced within field operations
- Reviewing and updating vehicle fleet related policies regularly at least once a year
- Directing and overseeing the preparation of accident and incident reports for submission
- Visiting accident sites and collating accidents reports in accordance to the relevant guidelines
- Notifying the relevant stakeholders where accidents occur
- Making recommendation to Senior Legal Officer to determine culpability
- Liaising with Insurance Companies, Assessors, Attorney General and other stakeholders to ascertain status of submissions.

Document Management Services

- Directs the implementation of processes for the safekeeping, access, utility and management of the Authority's records as critical inputs for decision-making in respect of the grant of licences, permits and authorizations as well as for compliance;
- Ensures that the relevant systems, talent and technology are in place to capture, index, digitize and preserve or destroy relevant records for all Units/Divisions;
- Periodically reviews the Authority's document management needs against the constraints of policies for government wide shared data services, customer access to information, ICT data mining and risk mitigation with a view to initiate, upgrade or purchase of alternative electronic document management system;
- Ensures that the Authority's Registry functions and Document Centre perform efficiently;
- Defines the scope of the Disaster Recovery/Emergency management plans for the Authority's assets and infrastructure. Provides guidance and leadership to the design and implementation of required business continuity plans, procedures, reviews and enhancements ;
- Ensures the preservation and maintenance of a clean and attractive environment conducive to achieving the highest level of efficiency and effectiveness.

Human Resource Responsibilities

- Participates in the recruitment of staff for the Divisions/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Assists with clearly identifying the welfare and developmental needs of staff and ensures they are addressed;
- Assisting the establishing and maintaining a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

- Sound knowledge of government's asset management policies
- Working knowledge of Finance Administration and Audit Act (FAA Act)
- Working knowledge of GOJ Procurement Policies and guidelines
- Sound knowledge of office/stores/inventory management
- Sound knowledge of supplies and inventory analysis
- Excellent report writing skills
- Ability to plan and co-ordinate corporate events/functions
- Ability to negotiate with suppliers of goods and services
- Well-developed critical thinking, analytical and problem-solving skills
- Computer Literacy – especially Microsoft Excel, Word, PowerPoint

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Administration or equivalent qualifications
- At least 3-5 years' experience in a related field
- Experience in Events Planning, Procurement, Inventory and Document Management would be distinct assets

Special Conditions Associated with the Job

- May be required to work long and unscheduled work hours to meet critical deadlines, including on weekends and Public Holidays.
- This position requires that the post holder be on call 24 hours per day.
- A valid driver's licence and ownership of a motor vehicle is required for this post.

2. Human Resource Officer (GMG/AM 4)

Job Purpose

Under the direction of the Director, Human Resource Management and Development, the Human Resource Officer provides support in Human Resource functions such as the administration of Benefit Services to employees.

Key Responsibilities

Professional/Technical:

- **Processes leave application for Vacation, Departmental, Sick, Maternity and No Pay for employees by:**
 - Determining eligibility
 - Calculating/generating leave entitlement and resumption date
 - Monitoring leave utilization and accumulation
 - Updating respective leave records
 - Recording all approved leave
 - Preparing Annual Leave Roster
 - Maintaining a Leave Register
 - Informing the relevant personnel of approval of leave and resumption dates.
- Prepares leave reports for submission to Director Human Resource Management;
- Prepares correspondence for the implementation and adjustment of salary related matters.
- **Maintains pension/gratuity particulars for current and former employees by:**
 - Calculating the quantum of pre-retirement leave for employees
 - Preparing schedule of employees eligible for retirement and all relevant documents for pension submission
 - Maintaining schedule of deferred pension/gratuity
- Updates Service Records to reflect changes in salary, job title and classification and acting appointments;
- Administers the medical, life and personal accident insurance benefits for employees;
- Monitors the attendance records and prepares relevant correspondence;
- Prepares/collates the absenteeism and late report for employees;
- Administers the process for the issuing of staff identification cards;
- Ensures the maintenance of the personnel records reflecting all changes related to employees;
- Participates in the recruitment process by scheduling appointments, arranging and preparing the necessary documents as directed;
- Assists in providing advice on staff welfare and benefits to stakeholders;
- Monitors vehicle particulars for travelling officers;
- Participates in the development and execution of staff welfare programmes and events;
- Assists with the administration of the performance management records;
- Assists with the application process for loans, grants and exemption benefits;
- Consults with the relevant training /educational institutions to identify training and development opportunities for staff;
- **Monitors the Work Experience and Volunteer Programme by:**
 - Assigning individuals to the relevant Departments
 - Monitoring attendance
 - Ensuring the submission of relevant documents upon completion
- Reviews all HR documentation to ensure up to date information consistent with current policies;

- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Teamwork and co-operation
- Customer and quality focus
- Sound knowledge of general office practice and procedure
- Sound knowledge of Government Regulations specific to leave administration, and Service Records management
- Excellent knowledge of the relevant software application to include desktop publishing
- Excellent interpersonal, human relations and presentation skills
- Good vision for details, methodical and resourceful
- Be able to maintain confidentiality in the strictest sense

Technical:

- Good administrative management skills
- Good records management skills
- Good database management skills
- Good information communication technology skills
- Good planning and organizing skills
- Good leadership skills

Minimum Required Qualification and Experience

- Diploma or Associate Degree in Management Studies, Business or Public Administration or equivalent qualifications
- Three (3) years' experience in a related field or
- Five (5) CXC or GCE 'O' Level subjects including English Language and Mathematics or a numeric subject; successful completion of prescribed Courses of study at the Management Institute of National Development (MIND) or any appropriate accredited studies, plus eight (8) years' general office experience.
- Experience in Events Planning or Gratuity/Pension calculations or management or management of leave i.e. sick, vacation, study leave is requirement

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th October, 2020 to:**

**The Director Human Resource
Management and Development
Cannabis Licensing Authority
4th Floor, Pan Jam Building,
60 Knutsford Boulevard,
Kingston 5**

Email: vacancies@cla.org.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**