



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 280 **OSC Ref. C. 4858³⁶**

9th November, 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 posts in the **Cannabis Licensing Authority**:

1. **Senior Director, Operations (GMG/SEG 5), (Operations Branch) (Contract)** salary range \$3,564,000 – \$4,236,086 per annum and any allowance(s) attached to the post.
2. **Director, Safety, Security and Special Projects (GMG/SEG 4) (Contract)**, salary range \$3,032,763 - \$3,605,002 per annum and any allowance(s) attached to the post.

1. Senior Director, Operations (GMG/SEG 5)

Job Purpose

Under the direct supervision of the Chief Executive Officer, the Senior Director, Operations is responsible for directing and overseeing the core operations of the Authority and ensuring that the highest level of service, compliance and efficiency are observed.

The incumbent should also ensure that agreed targets are met, established standards for both the Authority and the Cannabis Industry are maintained and the Authority discharges its Statutory responsibilities as stated within the Act and Regulations. The incumbent will ensure the development of mechanisms to maintain accountability, transparency and efficiency of the entity's operations, as well as keep apprised of global trends/evolutions in the Global Medical Cannabis space.

Key Responsibilities

Technical

- Leads, advises and provides guidance to the portfolio of functions across the Authority, negotiating Budgets, setting performance expectations, and monitoring and evaluating performance outcomes to contribute to the achievement of the Authority objectives and outcomes;
- Provides programmatic leadership and input for all Strategic and Annual Planning decisions and processes with the CEO and the Authority Senior Leadership to develop and execute Annual Operations Plans as well as Unit/Divisional Budgets, and work with Department teams in support of the Authority's Corporate Mission, goals, objectives and service outcomes;
- Co-ordinates and collaborates on the development and review of policy recommendations to the Board that will facilitate policy approval and/or revision (including amendments to legislation and regulations as necessary);
- Implements Policy decisions and procedures of the Authority across its Divisions/Units, including ensuring the adequacy of required resources (human, physical/infrastructural, financial and systems);
- Finalizes submission and implements annual Corporate/Operational Plans and Budgets;
- Participates in and oversees the development, implementation, and maintenance of individual project objectives and short and long-range plans; develops Tracking and Evaluation programmes to assist in the accomplishment of established project goals and objectives;
- Tracks and records success in effectively and efficiently meeting goals;

- Collaborates with leadership to build an environment of collective responsibility and accountability;
- Ensures adherence to key performance objectives to meet business and customers' expectations;
- Ensures expertise and effectiveness across operating platforms;
- Prepares and submits Performance and other reports as required and ensures timely submission of all documents/information requested from the Divisions;
- Develops, implements and maintains policies and procedures to guide the operations of the Authority including reporting and information management. Oversees and ensures the Authority, within the span of control, operates within the established policies and procedures;
- Ensures Strategic Objectives shaped at the Senior Leadership level are translated into Tactical Business Plans with mechanisms for key measurements in place to monitor progress;
- Monitors, evaluates and reports on the implementation of required actions arising from Board decisions as well as the effective implementation and compliance with legislative requirements and policies;
- Evaluates, reviews and reports on organisational performance against clearly defined objectives and performance targets, as well as reallocate resources across different areas (e.g., budgets), within overall approved resources for the year based on agreed Action Plans to close gaps;
- Facilitates the achievement of performance standards by effective leadership and collaboration with the CEO and Authority's senior leadership to agree, sets and monitors of performance standards of the Authority and the Industry;
- Initiates and communicates high level priorities for the Authority to achieve Government outcomes. Communicates effectively with the Authority Senior Leadership, Directors and stakeholders to enable timely dissemination of information to the Board Chairman, Senior Leadership/Directors and staff, as well as stakeholders as necessary;
- Oversees the Authority in the absence of the Chief Executive Officer;
- Builds and maintains relationship within key stakeholders, technical experts and consultants working with or who have interest in the business of the Authority;
- Reviews/processes applications, provides feedback and initials recommendations or request that addition investigation be undertaken;
- Monitors the Authority's compliance with the Public Bodies Management and Accountability Act and other enabling regulations;
- Approves prepared licensees and obtains the Chief Executive Officer's signature;
- Co-ordinates the visits and meetings of Heads of Government and Diplomatic Missions;
- Initiates the development or review of policies and relevant regulations;
- Ensures/oversees the preparation, implementation and monitoring of projects;
- Initiates funding negotiations with local and international Agencies;
- Follows through on instructions from the Chief Executive Officer in respect of suspension, revocation or other penalties to licensees;
- Reviews Security Plans for the Authority and make recommendations as appropriate;
- Reviews the process that tracks and monitors facilities that are placed on a watchlist by the Authority;
- Participates in the review of fees and charges for licenses and services of the Authority;
- Advises the Chief Executive Officer of issues arising from policy implementation and makes recommendations for requisite changes/actions;
- Reviews non-compliance issues and looks for opportunities for reviewing procedures and/or making cultural shifts in operations in order to increase compliance rates;
- Monitors the Authority's performance targets and provides feedback to the Chief Executive Officer;
- Analyses and appraises applications and project proposals/business plans and recommends those that are suitable for consideration by the Chief Executive Officer;
- Reviews all phases of the project cycle and the progress of all projects undertaken by the Authority;
- Undertakes post evaluation of completed projects and drafts and monitors agreements, in collaboration with the Director, Special Projects;
- Assists in co-ordinating the presence of the Authority at various local and international events;
- Attends meetings and participates in various fora on behalf of the CEO or the Authority;

- Performs other related duties as assigned by the Chief Executive Officer;

Management and Administration

- Provides expert advice and recommendations to the CEO on strategic and day to day operational imperatives including the implications of major policy decisions, the Authority resourcing and performance, and strategies for managing critical incidents;
- Develops and maintains effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships to identify changes in client base and demands and new Industry developments which impact the strategic positioning of the Authority and achievement of both short and long- term goals;
- Establishes and manages sound guidelines and practices for the Authority procurement, external contracting and partnership relationships to pre-determined standards as per Government Procurement policies and regulations, as well as ensure full compliance with procurement legislation;
- Manages and co-ordinates the systematic review and submission of reports in keeping with required timelines to external bodies in keeping with Jamaica's international obligations;
- Represents the Authority, developing and sustaining positive proactive relationships with key public, private, community and/or Industry stakeholders and cross-jurisdictional networks regionally and internationally, as well as serves on external committees where applicable, in order to identify trends, leverage knowledge and intelligence, and fully inform the Authority strategic decision-making processes;
- Deputize for the Chief Executive Officer during periods of absence, and in relation to specific matters, issues or elements of the Authority operation as delegated from time to time by the CEO, ensuring a consistency of approach and decisions which align with the Authority's objectives.

Human Resource Responsibilities:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Authority and the Ministry;
- Participates in the recruitment of staff for the Divisions of the Cannabis Licensing Authority
- Participates in the orientation of new employees.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Authority's policies and procedures and relevant legislation
- Good knowledge of Finance and Accounting principles and procedures
- Good knowledge of relevant Computer Applications
- Excellent Analytical and problem-solving skills
- Excellent Operation Management skills
- Excellent interpersonal skills
- Excellent oral and written communications skills
- Knowledge of Business Forecasting
- Solid judgement and critical thinking
- Knowledge of Financial Administration and Audit (FAA) Act
- Knowledge of Government of Jamaica procurement procedures would be an asset

Minimum Required Qualification and Experience

- Post-graduate Degree in Strategic Management, Governance, Business Administration or any other related field.
- 7–8 years' work experience with at least four (4) years in a Senior Management position.
- Practical experience of leading successful change in Government setting; delivering demonstrably high-quality services against challenging performance targets; managing and working through others to achieve outcomes; and, managing large Budgets.
- Experience in Government Organisations, particularly in a regulatory or monitoring capacity, would be an asset.

Special Conditions Associated with the Job

- Long and unscheduled work hours to meet critical deadlines, including on weekends and Public Holidays.
- Stressful working environment and fair exposure to emotionally charged situations (e.g., tense negotiations with interest groups and staff associations).
- Occasional exposure to situations where personal safety and security may be at risk.
- This position requires that the post holder be on call 24 hours per day.

2. Director, Safety, Security and Special Projects (GMG/SEG 4)

Job Purpose

Under the direct supervision of the Chief Executive Officer, the incumbent is responsible for developing, implementing and monitoring effective programmes for the establishment of a robust safety and security culture within the entity. The incumbent will ensure:

- The protection of physical infrastructure/office, equipment/furniture, documents information, telecommunication assets
- The preparation of Safety and Security Plans
- Security vetting/background checks on staff
- Investigation of complaints against members of staff as well as security and safety breaches identified
- The development of mechanisms to maintain transparency and efficiency as well as business continuity.

Key Responsibilities

Technical

- Plans, executes, assesses and monitors all tasks assigned;
- Produces periodic and Ad-hoc Reports of high quality for every incident, security threat and vulnerability reported or identified;
- Provides technical advice in support of the Authority's Security Policy, Strategy, guidelines, standards and best practices;
- Develops and implements Safety and Security Strategies, Policies, Procedures and Plans to include Cyber Security;
- Develops and implements Standard Operating Procedure (SOPs) for handling future types of Security incidents that could threaten the Authority's operations;
- Assists with the development of Security Guidelines for the regulation of the Cannabis Industry i.e. to prevent theft, diversion, inversion as well as illicit trafficking;
- Contributes to the development of Information Security, Cyber Security and Protective Security related policies as well as related guidelines, standards and best practices within the Public Sector;
- Performs proactive engagement in order to identify potential risks as well as threats to the Medicinal Cannabis Industry and its stakeholders;
- Ensures compliance with Safety and Security guidelines, standards and requirements;
- Contributes to the preparation of Budget, Corporate and Operational Plans;
- Participates in discussions for the development of Government Safety and Security Strategy;
- Ensures that Safety and Security Awareness Training or Sensitization Sessions are conducted;
- Ensures that access control and CCTV Systems are installed and monitored as well as an Identification Cards System is acquired and managed;
- Ensures that the relevant Safety and Security Reports are prepared;
- Co-ordinates the conduct of Security/Risk Assessments and ensures that exercises are conducted to test the resilience of the infrastructure/office and operations;
- Manages the sharing of protective security information and best practices;
- Assists the Director, Information Technology and Business Services in the investigation of computer security incidents using appropriate analytical tools;
- Ensures the development of training modules and technical documentation;
- Conducts knowledge sharing sessions with other technical personnel on lessons learnt or new findings within the Public Service;
- Monitors all in-place security solutions for the Authority for efficient and optimal operations;

- Ensures the design and execution of threat and vulnerability assessments, through security audits, investigations and surveys and the preparation of reports on mitigating strategies;
- Ensures that investigation of complaints against members of staff are conducted to determine veracity of claims;
- Co-ordinates background checks/vetting of staff and preparation of relevant reports;
- Ensures that the requisite safety and security exercises/drills are conducted as required;
- Ensures the establishment of the requisite partnerships with key stakeholders such as the JCF, MOCA, JDF, JCA, PICA, FLA, NLA;
- Ensures that all threats reported/received against any matter of staff is addressed in a timely, appropriate and meaningful manner;
- Performs other related duties as assigned from time to time by the Chief Executive Officer

Human Resource

- Participates in recruitment of staff for the Unit, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of staff in the Division are identified and addressed;
- Monitors and evaluates the performance of direct reports and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the division's and authority's goal.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Customer and quality focus
- Excellent leadership and interpersonal skills
- Good problem solving, decision making, planning, analytical and organizing skills
- Goal/result oriented
- Good management skills
- Excellent knowledge of security mechanism and safety protocols
- Knowledge of Systems Development
- Excellent knowledge of Risk and Threats Assessments
- Ability to work in a team
- Proficient in the use of Microsoft Office Suite
- Good report writing skills
- Excellent knowledge of Government Records Management practices and procedures
- Ability to manage limited resources in order to achieve challenging output targets

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Security Management, Public Administration, Management Studies or other equivalent qualification;
- Experience in Property Management or Asset Management would be an asset;
- Five (5) to ten (10) years working experience with three (3) years being at the senior management level;
- Experience in the security/armed forces, private security, industry or investigative environment would be an asset.

Special Conditions Associated with the Job

This position involves extensive field work. Field work may require walking considerable distances on uneven surface with exposure to pesticides and fertilizers. There may be encounters with disagreeable members of the public who violate the terms and conditions of the licence. A flexi 40-hour work week schedule applies and will involve working at least two nights per week and on weekends.

The successful candidate will be offered a three (3) year contract with gratuity payable after satisfactory performance after two (2) years.

Applications accompanied by résumés should be submitted **no later than Friday, 20th November, 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