



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 268**

**OSC Ref. C. 4858<sup>40</sup>**

**9<sup>th</sup> August, 2021**

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 **vacant** post of **Corporate Secretary/Senior Legal Officer (JLG/LO 4) (Contract)**, in The **Cannabis Licensing Authority (CLA), Ministry of Agriculture and Fisheries**, salary range \$3,288,645 - \$3,909,166 per annum.

### **Job Purpose**

Under the general direction of the Chief Executive Officer, the incumbent is responsible for providing expert advice on international treaties, commercial and corporate matters and representation on potentially litigious matters relating to the Authority. The incumbent will be required to contribute to the management and strategic leadership of the Cannabis Licensing Authority while managing and leading the Legal Division of the Authority. The Corporate Secretary/Senior Legal Officer is responsible for performing all legal secretarial functions; preparing and interpreting legal documents; providing legal advice and support; preparing the CEO's report to the Board and Minutes of Senior Management.

### **Key Responsibilities**

- Has responsibilities for performing Legal and Corporate Secretarial functions for the Authority;
- Schedules Board and Board Sub-Committee meeting in consultation with relevant Chairpersons;
- Attends and takes Minutes at CLA's Board meetings and Sub-Committee meetings and prepares Minutes and Action Sheet for distribution within the stipulated timelines;
- Supports the Chief Executive Officer in the overall leadership and management of the Cannabis Licensing Authority by leading and managing the Legal Division including recommending the vision, strategic direction and priorities of the Division; developing and implementing strategies, policies and projects aimed at fulfilling the mandate of the Cannabis Licensing Authority;
- Conducts research in support of strengthening and Regulatory Framework of the Legal Medical Cannabis Industry;
- Sits as a member of the Executive Committee developing and implementing the Cannabis Licensing Authority's Strategic and Operational Plans;
- Manages and supervises Officers in the Legal Division in Cannabis Licensing Authority;
- Co-ordinates, collects and arranges delivery of papers, reports and documents to be distributed to Board and Board Sub-Committee members for their review prior to meetings;
- Leads and oversees the work and resources of the Division;
- Develops and manages Division's Operational, Human and Financial Resource plans and activities;
- Plans strategically to determine nature and scope of legal services required and subsequent development of appropriate delivery processes;
- Establishes and manages a network of senior level relationships with stakeholder Ministries, Departments and Agencies to work collaboratively to meet Industry needs and achieve the Cannabis Licensing Authority's mandate;
- Provides legal advice and guidance to the Chief Executive Officer and all Divisions of the Authority including guidance on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for Senior Officials;
- Monitors and evaluates performance, resolving performance issues and supporting career development of officers within the Legal Division;
- Reviews the work of team members from a quality, consistency and Risk Management perspective;

- Represents the Chief Executive Officer at official functions and events when requested;
- Advises and engages Directors, CEO and other staff about changes in international and other obligations based on going research;
- Represents the Cannabis Licensing Authority at conferences, seminars, workshops both nationally and internationally; and, on the boards and panels of local and international organizations;
- Monitors legal issues locally and in the Global Cannabis Industry and conducts Legal Risk Assessments relating to major, complex, diverse and/or controversial issues having broad reaching impacts for the Industry in order to identify trends, resolve complex issues, develops options and strategies, providing advice and guidance to the Chief Executive Office and the Board of the Authority as the case may be;
- Assists the Chief Executive Officer with the administrative oversight of the Cannabis Licensing Authority;
- Submits input for corporate and budgeting documents;
- Safeguards official documents for the Authority including, titles, contracts, MOUs and Board/Corporate documents;
- Oversees various internal Committees aimed at promoting and achieving the objectives of the Cannabis Licensing Authority;
- Performs any other duties as assigned by the CEO from time to time.

### **Required Knowledge, Skills and Competencies**

- Excellent knowledge of the Laws of Jamaica
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Cannabis Licensing Authority, its stakeholders
- Strong leadership and management skills to create vision and strategy, mobilize people, uphold integrity and respect, collaborate with partners and stakeholders, promote innovation guide change and achieve results
- Strong problem solving and time management skills
- Excellent oral and written communication skills including presentation skills
- Excellent interpersonal, organizational and people management skills
- Sound knowledge of strategic and operational management approaches
- Ability to analyze and interpret legal documents
- Excellent negotiating skills
- Ability to manage other attorneys and support staff
- Highly developed research and analytical skills
- Proficient in the use of computer applications including administrative and legal research applications

### **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree with relevant combination of academic qualifications and experience.
- At least six (6) years relevant working experience.
- Certificate in Legal Education

Applications accompanied by résumés should be submitted **no later than Friday, 20<sup>th</sup> August, 2021 to:**

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

**Email: [Vacancies@cla.org.jm](mailto: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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal stroke extending to the right.

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