



Office of the Services Commissions

(Central Government)

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27th July, 2022

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. **Enforcement Supervisor (GMG/SEG 3) (Contract) - (vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Director, Administration (GMG/SEG 2) (Contract) - (vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Budget Officer (FMG/PA 1) (Contract) - (vacant)**, salary range \$1,395,541 - \$1,861,159 per annum and any allowance(s) attached to the post.

1. Enforcement Supervisor (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Director, Enforcement and Monitoring, the Enforcement Officer, Supervisor will monitor the performance of Enforcement Officers to ensure adherence to Standard Operating Procedures, policies, and regulations of the Authority. The incumbent will also ensure investigations, audits, surveys etc. are routinely conducted to preserve the integrity of the Industry and mitigate against compromise.

Key Responsibilities

- Prepares operational schedule for activities to be executed by the Enforcement Unit;
- Supervises Officers in the field;
- Vets Post-Licensing Site Inspection Checklists, supporting documents, and reports, issuing directives/executing enforcement actions or escalating issues highlighted where appropriate;
- Inspects production areas and cannabis plants or products to ensure compliance with regulations, established security mechanisms and Industry Standards i.e., Good Manufacturing Practices (GMP), Good Agricultural Practices (GAP), Good Distribution Practices (GDP) and Good Security Practices (GSP);
- Troubleshoots issues in respect of compliance, enforcement, and licensee responsiveness;
- Instructs on the requirement for seizure or destruction at cultivation, retail, processing and research and development sites;
- Records accurately licence premises inventory after returning to full compliance as needed
- Serves citations to non-compliant entities and/or individuals alongside police personnel, where necessary;
- Surveys periodically licensed businesses to ensure compliance with laws and rules through unannounced visits, especially for licensees, permit or authorization holders who have a history of non-compliance;
- Supervises the seizure and/or destruction of ganja and the packaging of ganja for seizure or destruction and the loading for transportation of seized ganja or ganja products for destruction;
- Ensures that background checks/vetting of applicants and licensee are conducted to determine 'fit and proper' status;
- Ensures investigation of complaints against licensee and applicants with respect to non-compliance or breaches of the Dangerous Drugs Act and its Regulations;
- Executes established security protocols for the transportation, sale/purchase, export, disposal and destruction of ganja and ganja products;
- Plans, co-ordinates, and supervises joint operations with members of the security forces with permission from the Director, Enforcement and Monitoring as well as independent operations;

- Supervises the conduct of routine enforcement activities to detect, deter, or cauterize acts of diversion or inversion;
- Ensures that all aspects of the Authority's operations, personnel and property are secured while on duty, where applicable;
- Ensures the establishment of mechanisms to prevent inversion and diversion of ganja.

Administrative:

- Liaises with Site Inspection and Monitoring Supervisor regarding the results of monitoring of the off-site feeds for licensed sites and/or motor vehicles, to ensure adherence to terms and conditions of compliance programme;
- Liaises with Safety and Security Director to develop protocols to ensure that all aspects of the Authority's operations, personnel and property are secured while on duty;
- Liaise with Information Technology and Business Services Unit, where necessary;
- Reviews and analyses report on licensees in violation from Enforcement Officers and reports forwarded by the Site Inspection and Monitoring Supervisor;
- Supervises procedures to execute enforcement actions against licensees;
- Assesses reports on suspected breaches and assesses licensees' records/file consisting of reports to include surveillance reports and make recommendations to the Director of Enforcement and Monitoring on whether an investigation is warranted;
- Submits report to the Director of Enforcement and Monitoring on investigations relative to non-compliant licence holders with recommended actions to be taken including, revocation or suspension of licenses or other appropriate penalty;
- Issues directive letters when files are escalated by the Site Inspection and Monitoring Supervisor;
- Recommends new policies related to enforcement and processes related to revocations, suspensions, and other penalties;
- Testifies in Legal Court proceedings if called upon to do so;
- Performs any other related duties that may be assigned by the Director, Enforcement and Monitoring from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Ability to work collaboratively
- Ability to develop capacity
- Ability to see the bigger picture
- Ability to drive continuous change and improvement
- Ability to make effective decisions
- Ability to demonstrate a commercial and business mindset
- Ability to ensure a quality service

Technical:

- Advanced knowledge of monitoring and assessment
- Good planning skills
- Advanced knowledge of Ecosystems Management
- Advanced knowledge and interpretation of environmental and planning legislation
- Good Knowledge of Information Management
- Good knowledge of technology and resource management
- Proof Reading and Referencing Services
- Good knowledge of Service Delivery
- Good investigative and investigation skills
- Good knowledge of Search Technique
- Advanced knowledge of Surveillance

Minimum Required Qualification and Experience

- First degree in Business Administration, Operations Management, Applied Science, Security Administration and Management, Public Administration from a recognised tertiary institution;
- Three (3) – five (5) years' work experience, with at least three (3) years at least at middle management level;
- Experience in the security/armed services would be an asset;
- Knowledge of the local laws and standards regarding the use of medical and sacramental ganja would be an asset;
- Experience in regulatory compliance investigation, criminal investigation, business or mail fraud investigation, insurance claims or fraud investigation would be an asset.

Special Conditions Associated with the Job

- Field work may be require walking considerable distances on uneven surfaces with exposure to pesticides and fertilizers;
- There may be exposure to volatile situations and security risks are highly possible;
- May be require a flexi 40-hour work week working unsocial hours and may require the incumbent to work on weekends and public holidays;
- Must possess a valid driver's licence and ownership of a motor vehicle is required.

2. 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 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

To process request for Official Travel Overseas:

- Makes travel arrangement (hotel and flight) for official travel;
- Computes allowances due to officials;
- Completes requests for foreign exchange;
- Completes requests and sends to the Ministry for approval;
- Prepares Minutes to the Director, Human Resource Management and Administration, for dispatch to the Permanent Secretary for approval of per diem.

To provide adequate office accommodation and relevant physical facilities to ensure that the Authority's operations are conducted in a comfortable and conducive environment:

- Ensures 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;
- Establishes systems and procedures for the payment of relevant bills on a timely basis
- Develops a daily logging system to monitor the maintenance of offices and other staff facilities;
- Reviews on a regular basis, the state of office facilities to include furniture and equipment and determines follow up actions as deemed necessary;
- Liaises 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
- Ensures sick bay is adequately cleaned and stocked;
- Ensures Cleaning Support Team is adequately allocated and the necessary services are provided to the respective offices within the Authority;
- Arranges for the distribution of newspapers to relevant officers;
- Assists in the planning, co-ordination and execution of meetings/functions conducted by the Authority;
- Develops new seating plans and manages modifications to existing accommodation/arrangements;
- Liaises with Unit/Divisional Heads for the purchase of new office furniture/equipment or to arrange for the repairs/servicing of same;
- Ensures that stationery/printing/cleaning supplies, first aid and toiletries are provided in adequate supplies;
- Oversees the upkeep of an adequate cleaning service which entails dusting, cleaning carpet, cobwebbing;
- Develops and implements a robust Inventory Control System to include Standard Operating Procedures;
- Ensures the maintenance of an up-to-date inventory of all furniture, office equipment and Supplies.

To efficiently and effectively manage the Authority's Stores and Inventory:

- Develops and implements a robust Inventory Control System to include Standard Operating Procedures;
- Ensures the maintenance of an up-to-date inventory of all furniture, office equipment and supplies;

- Makes arrangements for repair of furniture and equipment and for Board of Survey for unserviceable items;
- Monitors the implementation of recommendations by the Board of Survey;
- Receives goods from suppliers and checks them against relevant documentation;
- Ensures goods received are certified, promptly recorded and taken into storage;
- Stores and distributes goods in accordance with Industry Standards e.g. Last in First Out (LIFO), small items etc.;
- Identifies shortages, excesses, breakages, and incorrect deliveries for prompt action e.g., returns;
- Distributes goods to relevant Units/Divisions within the Authority;
- Develops and maintains proper inventory records of all goods received and distributed;
- Maintains Purchasing Database and Cross Reference with invoices and other documentation to monitor and track payments to suppliers;
- Conducts stocktaking of goods in keeping with set standards to reconcile balances and to inform stock re-order levels;
- Maintains proper storage records e.g., codes and classification;
- Manages the vault/stationery storage room and ensures the safety of the Authority's stores and inventory items;
- Recommends the disposal of waste, obsolete, defective, and contaminated items in storage in accordance with government guidelines.

To provide efficient customer service and telephone services:

- Monitors the switchboard and extensions as well as directs 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;
- Reviews system and provides recommendations on upgrading requirements in collaboration with the Information Technology and Business Services Unit;
- Facilitates orientation of staff on use of telephone features;
- Ensures that the Receptionist Area is adequately staffed, and proper protocols observed in the interactions with visitors and staff;
- Plans and maintains the provision of adequate Office Attendant and Messenger Services and rotates staff from time to time to ensure efficiency.

To ensure that the Authority's motor vehicle fleet is managed in an efficient and cost-effective manner:

- Oversees 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;
- Recommends unserviceable vehicles to the Board of Survey to facilitate removal and replacement;
- Directs the management of Vehicle Schedules for operations, staff events, mail delivery, meetings etc.;
- Makes recommendations and prepares Budget for the procurement of vehicles to meet the Authority's needs;
- Ensures systems are implemented to facilitate general servicing, repairs and maintenance of the Authority's vehicles;
- Implements Monitoring System to ensure economic use of petrol, advance cards, oils and lubricants;
- Maintains business contacts with insurance companies with a view to securing the best deals on motor vehicle insurance for the Ministry;
- Ensures that documents (Fitness, Registration Certificates and Insurance Certificates) for all fleet vehicles are up- to- date and properly filed;
- Ensures the safe custody of vehicles after working hours;
- Ensure all Vehicle Operation policies and systems are up to date and enforced within field operations;
- Reviews and updates regularly Vehicle Fleet related policies at least once a year;
- Directs and oversees the preparation of Accident and Incident Reports for submission;
- Visits accident sites and collates Accident Reports in accordance with the relevant guidelines;
- Notifies the relevant stakeholders where accidents occur;
- Makes recommendation to Senior Legal Officer to determine culpability;
- Liaises 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;
- Reviews periodically 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:

- 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;
- Assists 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;
- Three-five (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;
- Must possess a valid Driver's Licence and ownership of a motor vehicle is required for this post.

3. Budget Officer (FMG/PA 1)**Job Purpose**

Under the supervision of the Finance and Accounts Director, the incumbent will be responsible for establishing and maintaining the Commission's expenditure, clearing, deposits, salaries, and other special bank accounts as well as monitoring the daily cash balances and ensuring that the balances held are agreed. The incumbent will also participate in the budgetary process and be

responsible for ensuring the proper identification, checking, measuring, posting and payment of all accounts payable within the period to which they relate and in compliance with established Government of Jamaica (GOJ) accounting regulations, instructions, practice and General Accounting Standards.

Key Responsibilities

Management/Administrative: Budget

- Prepares Annual Wage Bill Reports;
- Consolidates Budget Proposals supported from Head of Departments;
- Analyses Budget proposals supported by Corporate and Operational Plan for the Commission's Recurrent, Capital accounts and Bilateral Projects;
- Assists with the rationalize and prioritize programmes, activities, and projects vis-à vis corporate objectives as set out in the Commission's Corporate Plan to match expenditure ceiling given by the Ministry of Finance and Planning (MOFP);
- Aids the Financial Manager with preparing information for the Budget Unit and assist in the preparation for Budgets in relation to medium-term programmes and activities;
- Prepares and submits Proposed Estimate of Expenditure.

Accounts:

- Co-ordinates and controls the activities of payments;
- Ensures that invoices, bills, and files are compliant in keeping with procurement procedures;
- Prepare Invoice Orders;
- Prepares Payment Journals and vouchers;
- Prepares monthly Expenditure Reports;
- Maintains and reconcile all bank accounts i.e. recurrent, deposits, etc.;
- Maintains Fix Asset Register in keeping with GOJ regulations;
- Maintains Petty Cash Funds;
- Generates Tax Certificates from TAJ Online System;
- Prepare Annual Returns.

Payroll

- Ensures that salaries are accurately computed and payment deadlines are met;
- Prepares Monthly and Fortnightly on/off controls;
- Prepares payment schedule for on-line direct deposit;
- Prepares Journal entries for salary and statutory payment;
- Ensures that statutory and personal deductions are disbursed within the stipulated time;
- Reviews Payroll Earnings Cards;
- Computes and prepares Vacation and Separation Leave Calculations;
- Inputs new employees on the Payroll System;
- Provides information for internal and external Auditors;
- Liaises with the Director, Finance and Accounts regarding the commitment of funds;
- Advises the Director, Finance and Accounts of any shortfall in Cash Flow from subventions and where subventions issued are less than expected;
- Analyzes areas of expenditure to determine potential savings, efficiencies or possible reconfiguration;
- Analyzes Financial Reports submitted in conjunction with the Corporate Plan;
- Prepares Final Accounts Reports in accordance with established GOJ Accounting Standards.

Technical/Professional:

- Assists with the monitoring of the daily cash balances;
- Prepares Expenditure and Annual Appropriation Statements;
- Assists with the development of the Commission's Strategic Plan;
- Performs any other duties related to the operations of the Commission and the other entities as required.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Ability to work collaboratively
- Ability to develop capacity
- Ability to see the bigger picture
- Ability to drive continuous change and improvement

- Ability to make effective decisions
- Ability to demonstrate a commercial and business mindset
- Ability to ensure a quality service

Technical:

- Sound knowledge of budgeting and forecasting
- Good knowledge of financial reporting
- Good Financial Resource Management skills
- Sound Knowledge of Regulations and Policies
- Good knowledge of Financial Risk Management

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT Level C/level 3; **or**
- ACCA Level 1; **or**
- Diploma in Accounting; **or**
- Associate. Degree in Business Studies/Management Studies/Business Administration or Accounting; **or**
- Diploma in Government Accounting, MIND, Government Accounting levels 1, 2 & 3; **or**
- BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree from an accredited University; **or**
- Five (5) years relevant experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10th August, 2022 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**