



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 470**  
**OSC Ref. C. 6555<sup>14</sup>**

**4<sup>th</sup> November, 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 **vacant post of Chief Safety and Security Officer (GMG/SEG 3) – (Contract)** in the **Cannabis Licensing Authority**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

**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

The Safety and Security Division will be required to work closely with the Enforcement and Monitoring Division as well as the Licensing and Applications Division to support compliance within the Medicinal Cannabis Industry.

**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 Procedures (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 to compromise;
- 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 any 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-ten (5-10) 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**

- Field work may be required (eg. walking considerable distances on uneven surfaces 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.

Applications accompanied by résumés should be submitted **no later than Thursday, 17<sup>th</sup> November, 2022 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.**



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