



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 252** **OSC Ref. C. 6555<sup>15</sup>**

6<sup>th</sup> June, 2023

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 **Site Inspector (GMG/SEG 1)** in the **Cannabis Licensing Authority**, salary range \$3,094,839 – \$4,162,214 per annum.

#### **Job Purpose**

Reporting to the Supervisor, Site Inspection and Monitoring, the incumbent is responsible for conducting pre-licensing and post-licensing site inspections and execute assigned tasks to prevent inversion and diversion and enhance compliance within the Medical Cannabis Industry.

#### **Key Responsibilities**

##### ***Field Based:***

- Undertakes site inspections during pre-licensing and post-licensing processes;
- Completes and submits site inspection checklists and reports highlighting any issues detected;
- Inspects and recommends that a facility is fit for purpose;
- Conducts site inspections and post-licensing activities and generates reports;
- Inspects production areas and plants or products for any exceptions;
- Records Licence Premises Inventory as needed;
- Monitors records of Licenced Premises Inventory as needed;
- Reports on non-compliant entities and/or individuals;
- Generates site inspection reports.

##### ***Administrative:***

- Prepare and submits reports;
- Views off-site feeds for licensed sites during activities and reports on incidents and exceptions;
- Alerts Site Inspector and Monitoring Supervisor of any possible breaches of given Licence;
- Serves as witness during appeals or Court proceedings;
- Adheres to established, relevant policies and procedures of the Authority;
- Performs any other job-related duties that may be assigned from time to time by the Site Inspection and Monitoring Supervisor.

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

##### ***Core:***

- Good oral and written communication skills
- Outstanding organizing and time management skills
- Good planning and organizing skills
- Good integrity/ethics exercised in the performance of duties
- Good teamwork and co-operation skills

##### ***Technical:***

- Monitoring and assessment
- Ecosystems Management
- Knowledge and interpretation of environmental and planning legislation
- Information Management
- Technology and Resource Management
- Proof Reading and Referencing Services
- Service Delivery
- Knowledge of local laws on the use of medical and sacramental ganja

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

- First degree in Business Administration or Public Administration or any other related field from a recognised tertiary institution;
- Two-three (2-3) years' working experience;
- Experience in an investigative environment would be an asset.

### **Special Conditions Associated with the Job**

- Extensive local travelling;
- This position involves extensive field work;
- Field work may 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; This position requires a flexi 40-hour work week working unsocial hours and may require the incumbent to work on weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Monday, 19<sup>th</sup> June, 2023 to:**

**The Director,  
Human Resource Management and Administration  
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**