

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 98**  
**OSC Ref. C.4858<sup>31</sup>**

**21<sup>st</sup> March, 2019**

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. **Senior Director, Operations (GMG/SEG 5)**, salary range (as @ April 1, 2019) \$3,394,286 - \$4,034,739 per annum and any allowance(s) attached to the post.
2. **Chief Safety and Security Officer (GMG/SEG 3)**, salary range (as @ April 1, 2019) \$2,336,309 – \$2,777,138 per annum and any allowance(s) attached to the post.
3. **Director, Corporate Planning and Performance Analysis (GMG/SEG 3)**, salary range (as @ April 1, 2019) \$2,336,309 – \$2,777,138 per annum and any allowance(s) attached to the post.
4. **Agricultural Specialist (SOG/ST 7)**, salary range \$1,932,129 - \$2,296,695 (as @ April 1, 2019) per annum and any allowance(s) attached to the post.
5. **Public Procurement Officer (GMG/AM 3)**, salary range (as @ April 1, 2019) \$1,225,513 - \$1,337,881 per annum and any allowance(s) attached to the post.
6. **Safety and Security Officer (PTSG/PX 7) - (2 posts)**, salary range (as @ April 1, 2019) \$1,234,194 - \$1,467,069 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 levels of service, compliance and efficiency are observed. The incumbent should also ensure that agreed targets are met, established standards maintained and undertake statutory responsibilities as contained within the Act and Regulations. The incumbent will ensure the development of mechanisms to maintain transparency, as well as keeping apprised with global trends/evolution in the local and global medicinal cannabis space.

**Key Responsibilities**

- Leads, advises and provides guidance to the portfolio of functions across the Authority, negotiating budgets, setting performance expectations, monitoring and evaluating performance outcomes to contribute to the achievement of the Authority's objectives and outcomes;
- Provides programmatic leadership and input for all strategic and annual planning decisions and processes with the Chief Executive Officer's (CEO's) and Authority's senior leadership to develop and execute Annual Operational Plans as well as Unit/Divisional Budgets and work with Department's teams in support of the Authority's Corporate Mission, Goals, Objectives and service outcomes;
- Coordinates 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);
- Finalizes, submissions and implementation of 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 programs to assist in the accomplishment of established project goals and objectives;

- 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 organizational 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;
- Initiates and communicates high level priorities for the Authority to achieve Government outcomes. Communicates effectively with 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 CEO;
- Monitors the Authority's compliance with the Public Bodies Management and Accountability Act and other enabling Regulations;
- Initiates funding negotiations with Local and International Agencies;
- Follows through on instructions from the CEO in respect of suspension, revocation or other penalties to licensees;
- Reviews security plans for the Authority and makes recommendations as appropriate;
- Reviews the process that tracks and monitors facilities that are placed on probation by the Authority;
- Participates in the review of fees and charges for licences and services of the Authority;
- Advises the CEO of issues arising from policy implementation and makes recommendations for requisite changes/actions;
- Reviews non-compliance issues and look for opportunities for reviewing procedures and/or making cultural shifts in operations in order to increase compliance rates;
- Attends meetings and participates in various fora on behalf of the CEO or the Authority;
- Performs other related duties as assigned by the CEO.

***Human Resource:***

- 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.

**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 communication skills
- Knowledge of business forecasting
- Solid judgment and critical thinking
- Knowledge of Financial Administration and Audit (FAA) Act
- Knowledge of the Government of Jamaica's (GoJ's) Procurement Procedures would be an asset

**Minimum Required Qualification and Experience**

- Post-graduate Degree in Strategy Management, Governance, Business Administration or related field;
- Ten (10) years' work experience, with at least six (6) 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 organizations, particularly in a regulatory or monitoring capacity, would be an asset.

## **2. Chief Safety and Security Officer (GMG/SEG 3)**

### **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 Licencing and Applications Division to support compliance within the Medicinal Cannabis Industry.

### **Key Responsibilities**

- 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 of 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;
- Contributes to the preparation of Budget, Corporate and Operational Plans;
- Participates in discussions for the development of Government safety and security strategy;
- 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;
- Coordinates the conduct of security/risk assessments and ensures that exercises are conducted to test the resilience of the infrastructure/Office and operations to compromise;
- 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;
- 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;
- Coordinates background checks/vetting of staff and preparation of relevant reports;
- Ensures that the requisite safety and security exercises/drills are conducted as required;
- Ensures that all threats reported/received against any member of staff are 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.

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

- Excellent knowledge of security mechanism and safety protocols
- Excellent knowledge of risk and threats assessments
- Excellent knowledge of Government Records Management practices and procedures
- 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
- Ability to work in a team
- Good report writing skills
- Ability to manage limited resources in order to achieve challenging output targets
- Proficient in the use of Microsoft Office Suite

### **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 to ten (5 - 10) years working experience with three (3) years 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 (2) nights per week and on weekends.

## **3. Director, Corporate Planning and Performance Analysis (GMG/SEG 3)**

### **Job Purpose**

Under the general direction of the Director, Human Resource Management and Administration, the Director, Corporate Planning and Performance Analysis, will co-ordinate the Corporate planning process of the Authority to ensure consistency with the Authority's Strategic Objectives and monitor the implementation of the Corporate Plan, as well as ensure that established performance targets are met.

### **Key Responsibilities**

- Co-ordinates meetings, workshops and conferences for strategic planning;
- Prepares and reviews the Strategic Plans, delivers Programme and Operational Plans and Resource Strategy as per pre-specified timeframes;
- Oversees the preparation of Quarterly Performance Reports, Corporate and Operational Plans as required by the Regulations and provides other Corporate reports as required;
- Ensures a high level of accountability by reporting on Authority's performance and achievements including Annual Report, Quarterly Reporting on Operational Plan and special reports required by Director, Human Resource Management and Administration;
- Ensures implementation of a Corporate Performance Management System, including the regular monitoring and reporting on the set of KPIs against actual performance of the Authority;
- Implements continuous improvement measures as relevant to the role;
- Accounts for taking practical steps to minimize the Authority's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility;

- Accepts and undertakes the requirements and obligations for effective recordkeeping;
- Facilitates ongoing management of Authority's integrated planning, reporting and performance monitoring and community reporting structure;
- Drives the implementation and ongoing development of Authority's Corporate Planning processes;
- Facilitates, in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of the Authority's Strategic and Corporate Plans and Programmes in accordance with strategic priorities of the Ministry;
- Liaises with the Office of the Cabinet to ensure that the Corporate Plan is driven by desired National Policy Objectives;
- Co-ordinates and prepares the Authority's Strategic/Medium Term Plan;
- Co-ordinates and prepares the Authority's Annual Operational Plans;
- Provides technical support and guidance to the Divisions, Departments and Units in the preparation of their Corporate and Operational Plans;
- Co-ordinates performance review meetings of Authority, in collaboration with the Offices of the Chief Executive Officer and Chairman, if required;
- Provides information to relevant stakeholders for speeches, reports and briefs etc.;
- Ensures the preparation of the Ministry's Annual and Bi-annual Reports;
- Establishes effective working relationships with the Directors and staff to ensure alignment plans relative to overall Ministry and National Policies and Strategies;
- Provides assistance and support in the report preparation process;
- Performs any other related duties that may be assigned from time to time.

### **Required knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good problem solving, decision making, planning and organizing skills
- Excellent management experience and team building skills
- Excellent oral and written communication skills
- Excellent skills in drafting reports and plans
- Process design and implementation skills
- Good interpersonal and leadership skills
- Good facilitation and presentation skills
- Excellent judgment skills
- Highly skilled in the design and delivery of training programmes
- Knowledge of Government Policy and Corporate Planning
- Proficient in the use of computers – Microsoft Word, Excel, Powerpoint skills

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

- Bachelor's Degree in Management, Public Administration or Business Administration or related discipline from an accredited tertiary institution;
- Specialized training in Performance Management and Appraisal System;
- Three (3) years' experience in Corporate and Operational Planning;
- Three (3) years' experience at the middle management level.

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

- Maybe required to work beyond normal working hours;
- May encounter hazardous conditions while working in the field.

## **4. Agricultural Specialist (SOG/ST 7)**

### **Job Purpose**

Under the supervision of Director, Enforcement and Monitoring, the incumbent will:

- Assist with the design and execution of relevant enforcement and monitoring activities;
- Advise on implemented programme as it relates to crop management, growth characteristics, agronomy, harvesting and post-harvesting activities;
- Work in close collaboration with other Divisions and/or Agencies of the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA) in developing appropriate programmes/processes;

- Provides technical advice and training to all stakeholders within the Medical Cannabis Industry.

### **Key Responsibilities**

- Co-ordinates and monitors the life cycle of the regulated crops;
- Assists with ensuring that the entire quantitative pre and post-harvest regulatory framework/control for the cannabis operations of licensees is adequate and implemented protocols are in place for accountability;
- Assists in the evaluation of crop's efficient and legal use as well as disposal protocols are in place for accountability;
- Evaluates/identifies the types of biotic and abiotic factors to be employed in the processes and practices engendering variation in the crop longevity and capability as well as volume of harvest;
- Conducts training seminars for all relevant personnel of the Authority and licensee;
- Recommends and demonstrates appropriate apparatus for monitoring and tracing the various types of farm outputs;
- Maintains records and general oversight of activities of the various production locations;
- Communicates procedural and regulatory defects to the Director, Enforcement and Monitoring in a timely manner;
- Conducts Operational Meetings;
- Provides the Director with weekly Itinerary and Work Plans;
- Maintains production/performance records for each licensee;
- Travels to all licensed cultivation sites when necessary to monitor the post harvesting management activities;
- Develops programmes and plans and cause them to be executed according to budget and timelines;
- Liaises with stakeholders/Agencies on matters pertaining to production, yields and farm management and other agricultural issues;
- Develops and disseminates post-harvest management to the Director, Enforcement and Monitoring;
- Monitors and provides advise on the adequacy of tools to provide profiles of each licensee in all the growing sites, processing and storage houses;
- Supervises and assists in the design, preparation and testing of a template for the proper keeping of farm records;
- Utilizes laboratory practices as a tool in presumptive crop loss diagnosis;
- Introduces modern or contemporary methods to determine and identify diversion or inversion of plant material;
- Supervises the disposal of and trace the fate of the biomass in the production cycle;
- Assists in the recruitment and selections of staff for the Division;
- Gives guidance, directions and supports to professional staff;
- Appraises documents prepared by professional staff to ensure accuracy;
- Performs any other duties that may be assigned from time to time.

### ***Human Resource:***

- Assists with monitoring and evaluation of performance for Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary to improve performance and/or attain establishing personal and/or organizational goals;
- 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 Rrganization's goals.

### **Required knowledge, Skills and Competencies**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent leadership and motivational skills
- Excellent ability to adjust to varying demands of the Director Enforcement and Monitoring

- Excellent research and analytical skills
- Excellent knowledge of Government/Ministry Policies and Procedures
- Proficiency in the use of relevant computer applications such as Excel, Microsoft
- Projects and SPS

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

- Bachelor's Degree in Agriculture Science, Agronomy, Plant Science or Horticulture;
- Experience in training adults and conducting seminars;
- Experience in regulated commodities in agriculture;
- Training in Supervisory Management;
- Five (5) years' experience in the field and two (2) years' experience at the middle management level.

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

- Will be required to travel island-wide;
- Will be required to work beyond normal working hours which includes evenings and weekends;
- Will be required to regularly lifts, carries and moves objects weighing up 20 pounds.

## **5. Public Procurement Officer (GMG/AM 3)**

### **Job Purpose**

Under the general supervision of the Human Resource Development Officer, the Public Procurement Officer provides support to the procurement process and ensures that procurement is done in accordance with the GoJ's Procurement Guidelines, Policies and Procedures.

### **Key Responsibilities**

- Participates in the preparation of the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Provides administrative support to the Procurement Committee and provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Assists with managing the Annual Procurement Budget and alerts the Director as necessary, to avoid overruns or underutilization;
- Maintains proper records of the physical flow of all materials, equipment, supplies and services;
- Administers procurement activities in the Department to ensure transparency, objectivity, economy and efficiency in procurement transactions;
- Keeps abreast of trends and changes in procurement and makes recommendations for their adoption where necessary to enhance the Department's procurement function;
- Responds to audit queries in relation to procurement activities;
- Checks purchase requisitions for accuracy and compliance with established policies and procedures;
- Prepares tender/bid documents including Request for Proposal (RFP) and Request for Quotation (RFQ) to effect procurement;
- Reviews tender/bid documents including Request for Proposal (RFQ) and Request for Quotations (RFQ) submitted by Programme Managers, for accuracy and completeness;
- Assists in research and compilation of data, as well as prepares monthly, quarterly and annual Procurement Reports and submits to the relevant authorities (Office of the Contractor General etc.);
- Uploads Withholding Tax Certificates to Tax Administration Jamaica (TAJ) Portal within one month of receipt of invoices;
- Keeps abreast of the Government's Procurement procedures, trends and developments in procurement and recommends their adoption/application, where appropriate, to increase effectiveness and productivity;
- Receives and checks purchase requisitions for accuracy and overall compliance with established policies and procedures;

- Requests quotations from suppliers where required and makes price comparisons for the selection of supplier; administers orders and follows through on delivery of goods and services;
- Makes arrangements as necessary, for the collection of goods from suppliers;
- Liaises with Executive Assistant regarding procurement for replenishing of Office supplies and other goods/stocks;
- Checks and verifies goods delivered and hands over to the relevant Officer;
- Verifies invoices and submits to Director of Finance for approval of payment;
- Updates computer records and maintains files for purchase requisitions and list of qualified suppliers;
- Assists in sensitizing staff on Government's Procurement guidelines and amendments to policies;
- Performs any other duties assigned from time to time.

### **Required knowledge, Skills and Competencies**

- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Sound knowledge of the Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent oral and written communication skills
- Tact and ability to get along with others
- Excellent interpersonal skills
- Good negotiating skills
- Excellent time management skills

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

- Bachelor's Degree in Management Studies, Business Administration, Public Administration or equivalent;
  - Training/Certification in Government Procurement Policies and Procedures;
  - Two (2) years' experience in a similar position;
  - Training/experience in Inventory Management and/or Accounting would be an asset;
- OR**
- Associate Degree/Diploma in Business/Office/Administrative Management;
  - Training/Certification in Government Procurement Policies and Procedures;
  - Three (3) years' experience in a similar position;
  - Training/experience in Inventory Management and/or Accounting would be an asset.

## **6. Safety and Security Officer (PTSG/PX 7)**

### **Job Purpose**

Under the supervision of the Chief Safety and Security Officer, the incumbent will protect the premises, assets and personnel by maintaining high visibility presence and posture in order to deter or prevent all illegal deviant or inappropriate actions which could have a negative impact on the Authority and its personnel. The goal is to observe, detect, deter and report all findings.

### **Key Responsibilities**

- Protects company's property and staff, as well as other critical assets by maintaining a safe and secure environment;
- Observes for signs of deviant or non-compliant behavior or disorder and investigates disturbances;
- Acts lawfully in direct protection of life and property;
- Deters/restricts visitors/persons exhibiting deviant behavior who may pose a threat to the Authority and evicts violators of established security and safety protocols;
- Takes accurate notes of unusual occurrences;
- Reports in detail any suspicious incidents;
- Patrols/monitors randomly or regularly, building and perimeter;
- Monitors and controls access at building entrances and vehicle gates as well as exits;
- Engages in routine static duties daily and will be required to go off-site from time to time;
- Monitors alarm systems or video surveillance footage and operates emergency response equipment;
- Prepares and submits timely reports on adequacy of protective security regime;



- Supports the Chief Safety and Security Officer in all aspects of the Protective Security (CCTV), access control, issuance of access passes, investigation of breaches, document security etc.;
- Supports the safe and secure transportation/movement of staff, documents, equipment, information and other assets as required;
- Performs first aid;
- Performs any other duties as assigned.

#### **Required knowledge, Skills and Competencies**

- Ability to operate and respond to detection and emergency equipment and systems
- Excellent knowledge of public safety and security procedures/protocols
- Surveillance skills and detail orientation
- Integrity and professionalism

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

- Five (5) subjects of CXC's or GCE 'O' Level including English Language and a numeric subject;
- High School Diploma;
- Three (3) years' experience in similar capacity;
- Training and certifications in safety and security;
- Certificate in Security Management or Operations would be an asset.

#### **Special Condition Associated with the Job**

- Must possess a valid Driver's Licence.

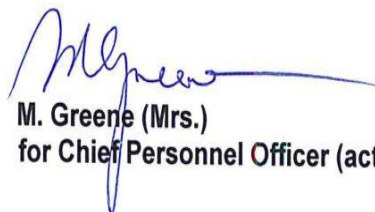
Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> April, 2019 to:**

**Senior 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 short listed 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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer (acting)