



The Cannabis Licensing Authority (CLA), an agency of the Ministry of Industry, Investment and Commerce, was established in 2015, under the Dangerous Drug Amendment Act, (DDA) with a specific role to establish and regulate Jamaica's legal ganja and hemp industry invites applications for the position of:

**Administrative Assistant (Human Resource Management & Development) (GMG/AM 2)
(Band 4) – Vacant**

JOB PURPOSE:

The incumbent is responsible for providing secretarial and administrative functions that support the Director, Human Resource Management and Development that enhances the work processes and operations of the office.

KEY OUTPUTS:

- Calendar with scheduled appointments update
- Meetings planned and coordinated.
- Hard and electronic copies of communications managed.
- Action items and follow-up assigned by or to the Human Resource Management and Development Unit managed.
- Minutes of assigned meetings prepared.
- Agenda for meetings prepared.
- Comprehensive filing systems for electronic and manual records maintained.
- Reports prepared.
- Stationery and Supplied for the Unit requested.

KEY RESPONSIBILITIES:

- Manages appointments to facilitate smooth transitions between engagements.
- Composes letters/memoranda from general instructions.
- Reads and analyses incoming correspondence, submissions, and reports in order to determine significance and distribution.
- Answers the telephone, screens callers, and takes and relays messages.
- Maintains schedules of routine, special appointments and advise the Director on matters requiring prompt attention.
- Responds to request and inquires as directed.
- Prepares reports, memos, letters and other documents, using word processing, spreadsheet, database, and /or presentation software as required.
- Assists in the organization of events and activities to include scheduling rooms and issuing information.
- Maintains and monitors a schedule of meeting and other events for the unit.
- Makes travel and accommodation arrangements for Director as required.
- Co-ordinates the flow of paperwork, including periodic and special reports between the Human Resource Management and Development and the other sections/units
- Research and analyses data and prepared draft reports on administrative matters or other informational materials as required.
- Attends meetings in order to record minutes as requested.
- Complies, transcribes and distributes minutes of meetings within established timelines.

KEY COMPETENCIES

- Good written communication skills
- Good oral communication skills
- Good leadership and management skills
- Excellent Planning and organizing skills
- Good time management skills
- Good Interpersonal skills
- Goal/results oriented
- Good Team work and Cooperation
- Problem Solving and Decision Making
- High level of confidentiality

QUALIFICATION & EXPERIENCE REQUIREMENTS

- 5 CXC or GCE 'O' Level subjects including English Language and Mathematics or a numeric subject; successful completion of the prescribed Secretarial/Administrative Management Course of study at the Management Institute for National Development (MIND) or equivalent Course.
- Minimum 2 years' experience in a similar capacity in the secretariat skills
- Excellent organizational and time management skills

Salary range \$1,550,136.00 to \$2,084,761.00 per annum.

Applications should be submitted no later than **Friday, July 21, 2023** to:

**THE DIRECTOR HUMAN RESOURCE
MANAGEMENT AND ADMINISTRATION
CANNABIS LICENSING AUTHORITY
4TH FLOOR, PAN JAM BUILDING, 60 KNUTSFORD BOULEVARD, KINGSTON 5
EMAIL: VACANCIES@CLA.ORG.JM**

Please indicate the position being applied for in the subject line