



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:

Human Resource Officer (GMG/AM 4) (Band 6) – Vacant

JOB PURPOSE:

Under the direction of the Director, Human Resource Management and Development, the Human Resource Officer provides support in human resource functions such as the administration and benefit services to employees.

KEY OUTPUTS:

- Leave application processed
- Leave calculated
- Leave records updated
- Leave roster prepared
- Leave register updated
- Retirement schedule prepared
- Pension submissions generated
- Service records maintained
- Personnel records maintained
- HR documents updated
- Attendance and punctuality record generated
- Reports submitted

KEY RESPONSIBILITIES:

- Processes leave application for vacation, departmental, sick, maternity and no pay for employees by:
 - Determining eligibility
 - Calculating/generating leave entitlement and resumption date
 - Monitors leave utilization and accumulation
 - Updating respective leave records
 - Records all approved leave
 - Prepares annual leave roster
 - Maintains a leave register
 - Informs the relevant personnel of approval of leave and resumption dates
 - Prepares leave reports for submission to Director Human Resource Management
 - Prepares correspondence for the implementation and adjustment of salary related matters
 - Maintains pension/gratuity particulars for current and former employees by:
 - Calculating the quantum of pre-retirement leave for employees
 - Preparing schedule of employees eligible for retirement and all relevant documents for pension submission
 - Maintaining schedule of deferred pension/gratuity
 - Updates service records to reflect changes in salary, job title and classification and acting appointments
 - Administers the medical, life and personal accident insurance benefits for employees

- Monitors the attendance records and prepares relevant correspondence
- Prepares/collates the absenteeism and late report for employees
- Administers the process for the issuing of staff identification cards
- Ensures the maintenance of the personnel records reflecting all changes related to employees
- Participates in the recruitment process by scheduling appointments, arranging and preparing the necessary documents as directed
- Assists in providing advice on staff welfare and benefits to stakeholders
- Monitors vehicle particulars for travelling officers
- Participates in the development and execution of staff welfare programmes and events
- Assists with the administration of the performance management records
- Assists with the application process for loans, grants and exemption benefits
- Consults with the relevant training /educational institutions to identify training and development opportunities for staff
- Monitors the work experience and volunteer programme by:
 - Assigning individuals to the relevant departments
 - Monitoring attendance
 - Ensuring the submission of relevant documents upon completion
- Reviews all HR documentation to ensure up to date information consistent with current policies
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility
- Performs any other duties assigned from time to time

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

- Diploma or Associate Degree in Management Studies, Business or Public
 - Administration or equivalent qualifications; Three (3) years' experience in a related field
 - **or**
- Five (5) CXC or GCE 'O' Level subjects including English Language and Mathematics or a numeric subject; successful completion of prescribed Courses of study at the Management Institute of Development (MIND) or any appropriate accredited studies, plus eight (8) years' general office experience.
- Experience in Events Planning or Gratuity/Pension calculations or management or management of leave i.e. sick, vacation, study leave is required.

Salary range \$2,478,125.00 to \$3,332,803.00 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