



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:

Contract - Administrative Assistant (GMG/AM 2) (Band 4) – Vacant

JOB PURPOSE:

Reporting to the Senior Legal Officer/Corporate Secretary, the incumbent is responsible for providing secretarial and administrative support to the Legal Unit and Senior Legal Officer while enhancing the work processes and operations of the unit.

KEY OUTPUTS:

- Calendar with scheduled appointments updated
- Meetings planned and coordinated
- Documents typed and printed
- Comprehensive filing system for electronic and manual records created
- Hard and electronic copies of communications managed.
- Action items and follow-up assignments managed and executed.
- Minutes of assigned meetings prepared.

KEY RESPONSIBILITIES:

- Manages appointments to facilitate smooth transitions between engagements.
- Prepares pre-requisites in advance of appointments; provides relevant files and information.
- Receives, responses to and/or manages telephone or other enquires.
- Writes grammatically correct routine business messages such as memos and letters.
- Receives and logs documents sent to the office; routes and tracks correspondences to ensure timely responses are generated.
- Participates in debriefing after meetings and engagements to ensure that follow-up matters are logged and appropriately routed.
- Manages the timeline of Unit assignments to ensure deadlines are met.
- Receives, stores and catalogues documents received via email/hard copy.
- Develops and maintains an intuitive system of filing hard and electronic documents in the Legal Unit.
- Records and prepares minutes as required; circulates and monitors deliverables per action notes from meetings to ensure timely receipt.
- Coordinates logistical arrangements for Sub-Committee Meetings/activities as directed by the Senior Legal Officer/Corporate Secretary.
- Collects and presents data to the Senior Legal Officer for completion of monthly reports.
- Conducts basic research as required by the Senior Legal Officer/Corporate Secretary.

KEY COMPETENCIES

Core

- Well-developed communication and interpersonal skills
- Excellent Planning and organizing skills
- Strong customer orientation skills

- Result oriented
- Excellent note taking skills
- Sound and logical approach to problem solving and task analysis
- Ability to have sound judgement
- Ability to work on own initiative and under pressure
- Sound understanding of the Dangerous Drugs Amendment Act
- Excellent knowledge of office practice and procedures
- Strong analytical and time management skills

Technical

- Records and Information Management skills
- Office and Administrative Support skills

QUALIFICATION & EXPERIENCE REQUIREMENTS

- 5 CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND)
- Minimum 2 years' experience in a similar capacity in the secretariat skills
- Excellent organizational and time management skills
- Ability to work on own initiative.

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