



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 – Chief Safety and Security Officer (GMG/SEG 3) (Band 9) –Vacant

JOB PURPOSE:

Under the direct supervision of the Director, Safety, Security & Special Projects, 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 Licensing and Applications Division to support compliance within the Medicinal Cannabis Industry.

KEY OUTPUTS:

- Safety and security updates/ reports produced
- Safety and security strategies and policies implemented
- Standard Operating Procedures developed and implemented
- Safety and security guidelines as well as programmes developed and implemented within the cannabis industry
- Safety and security awareness training programmes conducted
- Computer security incidents investigations supported
- Security solutions monitored/maintained
- Safety and security plans prepared
- Complaints and security/safety breaches investigated
- Budget and operational plan developed
- Risk/threats assessments and security analyses conducted
- Contingency plan prepared and implemented

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 to identify potential risks as well as threats to the Medicinal Cannabis Industry and its stakeholders.
- Ensures compliance with Safety and Security guidelines, standards, and requirements.
- Contributes to the preparation of Budget, Corporate and Operational Plans.
- Participates in discussions for the development of Government safety and security strategy.
- Ensures that safety and security awareness training or sensitization sessions are conducted.
- 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.
- Manages the sharing of protective security information and best practices.
- 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.
- Conducts knowledge sharing sessions with other technical personnel on lessons learnt or new findings within the Public Service.
- Monitors all in-place security solutions for the Authority for efficient and optimal operations.

Human Resource Responsibilities:

- 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
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the divisions and authority's goal

KEY COMPETENCIES:

- 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
- Goal/result oriented
- Good Management Skills
- Excellent knowledge of security mechanism and safety protocols
- Knowledge of Systems Development
- Excellent knowledge of Risk and threats Assessments
- Ability to work in a team
- Proficient in the use of Microsoft Office Suite
- Good report writing skills
- Excellent knowledge of Government Records Management practices and procedures
- Ability to manage limited resources in order to achieve challenging output targets

QUALIFICATIONS & EXPERIENCE REQUIREMENTS:

- Bachelor of Science Degree in Security Management, Public Administration, Management Studies, or other equivalent qualification
- Five (5) to ten (10) years working experience with three (3) years being at the middle management level
- Experience in the security/armed forces, private security, or investigative environment would be an asset

SPECIAL CONDITIONS OF 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 nights per week and on weekends.

Salary range \$4,594,306.00 to \$6,178,830.00 per annum.

Applications should be submitted no later than, **Friday, November 3, 2023** to:

Please indicate the position being applied for in the Subject Line

**THE DIRECTOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT
CANNABIS LICENSING AUTHORITY
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EMAIL: VACANCIES@CLA.ORG.JM**

Please note that only shortlisted applicants will be contacted.