



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 – Legal Officer (JLG/LO 3) (Band 10) –Vacant

JOB PURPOSE:

Under the direct supervision of the Senior Legal Officer/Corporate Secretary the incumbent is responsible for preparing and interpreting legal documents; providing legal advice and support; preparing legal responses to internal and external correspondence, conducting research as well as assisting the Senior Legal Officer in providing secretarial support to Board and Sub-committees of the Board when required to do so.

KEY OUTPUTS:

- Relevant documents for Board and Subcommittees meetings prepared.
- Legal advice and opinions prepared and delivered.
- Periodic updates of changes in the international legal landscape for cannabis and implications for the Authority/Jamaica provided.
- Contracts for services, MOUs and Legislation prepared and/or reviewed.
- Employment contracts prepared.
- Legal advice for internal and external purposes prepared.
- Administrative and technical support regarding all legal matters involving the Authority provided.

KEY RESPONSIBILITIES:

- Supports the administration of all legal functions within the Authority.
- Collates and disseminates information to the staff as directed by the Senior Legal Officer.
- Participates in the circulation of communication to the Board and Board Sub-Committees.
- Drafts, reviews and/or interprets legal documents/agreements as directed by the Senior Legal Officer.
- Assesses submissions for legal assistance in relation to compliance amongst licensees and other aspects of the entity.
- Prepares or reviews contracts for services, employment contracts, and other legal documents as required by the CLA.
- Prepares or reviews Memoranda of Understanding with private and/or public entities.
- Provides legal advice and support to all the various departments of CLA to facilitate the smooth implementation and development of the entity.
- Participates in consultations and discussions on behalf of the CLA.
- Advises and engages the Senior Legal Officer and staff about changes in international environment and other obligations based on ongoing research.
- Researches and provides advice on changes to the regulatory and legal framework of ganja industries in other jurisdictions that could inform policy improvements.
- Maintains professional knowledge of the law to enable provision of current applicable guidance.
- Submits inputs for corporate and budgeting documents.
- Collates and submits timely reports as requested.
- Facilitates the safeguard official documents for the Authority including titles, contracts, MOUs and Board/Corporate documents.
- Any other related duties as assigned from time to time by the Senior Legal Officer or the Chief Executive Officer.

PERFORMANCE CRITERIA

- Legal matters are dealt with effectively and efficiently with requisite sharing of information undertaken.
- Presentation and content of reports of letters are correct and professional.
- Relevant issues are adequately followed up to their realization/completion.
- Information relevant to the smooth functioning of the organization is communicated clearly and in a timely manner.
- Legal advice provided to the Cannabis Licensing Authority is accurate and appropriate and limits the organization's exposure to legal action.
- Standard and ad hoc reports submitted within established timelines.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Recommends legal action.
- Gives opinion on legal matters.
- Liaise externally with Minister (responsible for CLA), Minister of Justice, Attorney General's Chambers, Office of the Chief Parliamentary Counsel, Chairman, Board Members, and overseas bodies, as directed by the Senior Legal Officer.

KEY COMPETENCIES:

- Excellent Knowledge of the Laws of Jamaica
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the cannabis Licensing Authority, its stakeholders
- Strong leadership and management skills to create vision and strategy, mobilize people, uphold integrity and respect, collaborate with partners and stakeholders, promote innovation guide change and achieve results
- Strong problem solving and time management skills
- Excellent oral and written communication skills including presentation skills
- Excellent interpersonal, organizational and people management skills
- Ability to analyze and interpret legal documents
- Excellent negotiating skills
- Highly developed research and analytical skills
- Proficient in the use of computer applications including administrative and legal research applications

QUALIFICATIONS & EXPERIENCE REQUIREMENTS:

- Bachelor of Law Degree (LLB)
- Certificate in Legal Education
- An Attorney-at-Law licenced to practice in the Courts of Jamaica.
- Two (2) years' experience as an Attorney-at-Law in the Government service or as a private legal practitioner.

Salary range \$5,597,715.00 to \$7,528,305.00 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
4TH FLOOR, PAN JAM BUILDING, 60 KNUTSFORD BOULEVARD, KINGSTON 5
EMAIL: VACANCIES@CLA.ORG.JM**

Please note that only shortlisted applicants will be contacted.