



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 – Senior Director, Operation (GMG/SEG 5) (Band 11) – Vacant

JOB PURPOSE:

Under the direct supervision of the Chief Executive Officer, the Senior Director, Operations is responsible for directing and overseeing the core operations of the Authority and ensuring that the highest level of service, compliance and efficiency are observed.

The incumbent should also ensure that agreed targets are met, established standards for both the Authority and the Cannabis Industry are maintained and the Authority discharges its Statutory responsibilities as stated within the Act and Regulations. The incumbent will ensure the development of mechanisms to maintain accountability, transparency and efficiency of the entity's operations, as well as keep apprise of global trends/evolutions in the Global Medical Cannabis space.

KEY OUTPUTS:

- Corporate and Operational framework implemented
- Technical advice and policies recommended
- Work Plan for direct reports in place
- Review of Performance Targets for the Authority
- Review Performance Evaluations conducted
- Policies and strategies developed and implemented
- Recommends revocation and suspension of licence, permit and authorization escalating as necessary
- Testify in court with supporting documentations when necessary
- Board submissions completed
- Research conducted, and findings presented
- Projects developed, implemented and monitored
- Quarterly Corporate Performance monitored
- Appraisals for direct reports are prepared and submitted
- Contribution to the Authority's Annual Reports, Corporate Plans, and Budgets coordinated/conducted

KEY RESPONSIBILITIES:

Technical/Professional Responsibility

- Leads, advises and provides guidance to the portfolio of functions across the Authority, negotiating budgets, setting performance expectations, and monitoring and evaluating performance outcomes to contribute to achievement of Authority objectives and outcomes.
- Provides programmatic leadership and input for all strategic and annual planning decisions and processes with the CEO and Authority senior leadership to develop and execute annual operations plans as well as Unit/Divisional budgets, and work with department teams in support of the Authority's corporate mission, goals, objectives and service outcomes
- Coordinates and collaborates on the development and review of policy recommendations

to the Board that will facilitate policy approval and/or revision (including amendments to legislation and regulations as necessary)

- Implement policy decisions and procedures of the Authority across its Divisions/Units, including ensuring the adequacy of required resources (human, physical/infrastructural, financial and systems)
- Finalizes submission and implements of annual corporate/operational and budgets
- Participates in and oversees the development, implementation, and maintenance of individual project objectives and short- and long-range plans; develops tracking and evaluation programs to assist in the accomplishment of established project goals and objectives
- Tracks and records success in effectively and efficiently meeting goals
- Collaborates with leadership to build an environment of collective responsibility and accountability
- Ensures adherence to key performance objectives to meet business and customers' expectations
- Ensures expertise and effectiveness across operating platforms
- Prepares and submits Performance and other reports as required and ensures timely submission of all documents/information requested from the Divisions.
- Develops, implements and maintains policies and procedures to guide the operations of the Authority including reporting and information management. Oversees and ensures the Authority within the span of control operates within the established policies and procedures.
- Ensures strategic objectives shaped at the senior leadership level are translated into tactical business plans with mechanisms for key measurements in place to monitor progress
- Monitors, evaluates and reports on the implementation of required actions arising from Board decisions as well as the effective implementation and compliance with legislative requirements and policies
- Evaluates, reviews and reports on organisational performance against clearly defined objectives and performance targets, as well as reallocate resources across different areas (e.g., budgets), within overall approved resources for the year based on agreed action plans to close gaps
- Facilitates the achievement of performance standards by effective leadership and collaboration with the CEO and Authority's senior leadership to agree, set and monitor of performance standards of the Authority and the industry
- Initiates and communicates high level priorities for the Authority to achieve government outcomes. Communicate effectively with Authority senior leadership, directors and stakeholders to enable timely dissemination of information to the Board Chairman, senior leadership/directors and staff, as well as stakeholders as necessary
- Overseas the Authority in the absence of the Chief Executive Officer
- Builds and maintains relationship within key stakeholders, technical experts and consultants working with or who have interest in the business of the Authority
- Reviews processed applications, provides feedback and initial recommendations or request that addition investigation be undertaken
- Monitors the Authority's compliance with the Public Bodies Management and Accountability Act and other enabling regulations
- Approves prepared licensees and obtain the Chief Executive Officer's signature
- Co-ordinates the visits and meeting of Heads of Government and diplomatic missions
- Initiates the development or review of policies and relevant regulations
- Ensures/oversees the preparation implementation and monitoring of projects
- Initiates funding negotiations with local and international agencies
- Follows through on instructions from the Chief Executive Officer in respect of suspension, revocation or other penalties to licensees
- Reviews security plans for the Authority and make recommendations as appropriate
- Reviews the process that tracks and monitors facilities that are placed on a watchlist by the Authority
- Participates in the review of fees and charges for licenses and services of the Authority
- Advises the Chief Executive Officer of issues arising from policy implementation and make recommendations for requisite changes/actions

- Reviews non-compliance issues and look for opportunities for reviewing procedures and/or making cultural shifts in operations in order to increase compliance rates
- Monitors the Authority's performance targets and provide feedback to the Chief Executive Officer
- Analyses and appraises applications and project proposals/business plans and recommend those that are suitable for consideration by the Chief Executive Officer
- Reviews all phases of the project cycle and the progress of all projects undertaken by the Authority
- Undertakes post evaluation of completed projects and drafts and monitor agreements, in collaboration with the Director, Special Projects
- Assists in co-ordinating the presence of the Authority at various local and international events
- Attends meetings and participates in various fora on behalf of the CEO or the Authority
- Perform other related duties as assigned by the Chief Executive Officer

Management & Administration

- Provides expert advice and recommendations to the CEO on strategic and day to day operational imperatives including the implications of major policy decisions, Authority resourcing and performance, and strategies for managing critical incidents
- Develops and maintains effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships to identify changes in client base and demands and new industry developments which impact on the strategic positioning of the Authority and achievement of both short and long- term goals
- Establishes and manages sound guidelines and practices for Authority procurement, external contracting and partnership relationships to pre-determined standards as per Government Procurement policies and regulations, as well as ensure full compliance with procurement legislation
- Manages and coordinates the systematic review and submission of reports in keeping with required timelines to external bodies in keeping with Jamaica's international obligations
- Represents the Authority, developing and sustaining positive proactive relationships with key public, private, community and/or industry stakeholders and cross-jurisdictional networks regionally and internationally, as well as serve on external committees where applicable, in order to identify trends, leverage knowledge and intelligence, and fully inform Authority strategic decision-making processes
- Deputize for the Chief Executive Officer during periods of absence, and in relation to specific matters, issues or elements of Authority operation as delegated from time to time by the CEO, ensuring a consistency of approach and decisions which align with the Authority's objectives.

Human Resource Responsibilities:

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes
- Provides leadership to staff through coaching, mentoring and training, providing assistance and support as needed
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Authority and the Ministry
- Participates in the recruitment of staff for the Divisions of the Cannabis Licensing Authority
- Participates in the orientation of new employees.

KEY COMPETENCIES

- Excellent knowledge of the Authority's policies and procedures and relevant legislation
- Good knowledge of Finance and Accounting principles and procedures
- Good knowledge of relevant computer applications
- Excellent Analytical and problem-solving skills
- Excellent Operation Management skills
- Excellent interpersonal skills
- Excellent Oral and written Communications skills
- Knowledge of Business Forecasting
- Solid judgement and critical thinking
- Knowledge of Financial Administration and Audit (FAA) Act
- Knowledge of Government of Jamaica procurement procedures would be an asset

QUALIFICATIONS & EXPERIENCE REQUIREMENTS

- Post-graduate degree in Strategic Management, Governance, Business Administration, or any other related field.
- 7–8 years' work experience with at least four (4) years in a senior management position.
- Practical experience of leading successful change in government setting; delivering demonstrably high-quality services against challenging performance targets; managing and working through others to achieve outcomes; and managing large budgets.
- Experience in government organizations, particularly in a regulatory or monitoring capacity, would be an asset.

SPECIAL CONDITIONS OF THE JOB

- Long and unscheduled work hours to meet critical deadlines, including on weekends and public holidays.
- Stressful working environment and fair exposure to emotionally charged situations (e.g., tense negotiations with interest groups and staff associations).
- Occasional exposure to situations where personal safety and security may be at risk.
- This position requires that the post holder be on call 24 hours per day.

A valid driver's license and ownership of a motor vehicle is required for this post.

Salary range \$6,820,273.00 to \$9,172,509.00 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.