



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:

### **Site Inspector (GMG/SEG 1) (Band 7) - Vacant**

#### **JOB PURPOSE:**

Reporting to the Supervisor, Site Inspection and Monitoring, the incumbent is responsible conducting pre-licensing and post-licensing site inspections and execute assigned tasks to prevent inversion and diversion and enhance compliance within the medical cannabis industry.

#### **KEY OUPUTS:**

- Accurate site inspection reports submitted
- Regulations of the Authority enforced
- Accurately updated client file
- Weekly, monthly and quarterly reports prepared, and daily reports where necessary
- Appropriate utilization of resources
- Surveillance feeds monitored

#### **KEY RESPONSIBILITIES:**

##### **Field Based**

- Undertakes site inspections during pre-licensing and post-licensing processes
- Completes and submits site inspection checklists and reports highlighting any issues detected
- Inspects and recommends that a facility is 'fit for purpose'
- Conducts site inspections and post-licensing activities and generates reports
- Inspects production areas and plants or products for any exceptions
- Records licence premises inventory as needed
- Monitors records of licenced premises inventory as needed
- Reports on non-compliant entities and/or individuals
- Generates site inspection reports

##### **Administrative**

- Prepare and submits reports
- Views off-site feeds for licensed sites during activities and report on incidents and exceptions
- Alerts Site Inspector and Monitoring Supervisor of any possible breaches of given licence
- Serves as witness during appeals or court proceedings
- Adheres to established, relevant policies and procedures of the Authority

##### **Other Responsibilities**

- Any other job-related duties as assigned by the Site Inspection and Monitoring Supervisor.

**KEY COMPETENCIES:**

**Core**

- Good oral and written communication skills
- Outstanding organizing and time management skills
- Good planning and organizing skills
- Good integrity/ethics exercised in the performance of duties
- Good teamwork and co-operation skills

**Technical**

- Monitoring and assessment
- Planning
- Ecosystems Management
- Knowledge and interpretation of environmental and planning legislation
- Information Management
- Technology and Resource Management
- Proof Reading and Referencing Services
- Communication and Service Delivery

**QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:**

- First degree in Business Administration or Public Administration or any other related field from a recognised tertiary institution
- 2-3 years' working experience
- Experience in an investigative environment would be an asset
- Knowledge of local laws on the use of medical and sacramental ganja

**SPECIAL CONDITIONS OF THE JOB:**

- Extensive local travelling
- This position involves extensive field work.
- Field work may require walking considerable distances on uneven surfaces with exposure to pesticides and fertilizers.
- There may be exposure to volatile situations and security risks are highly possible. This position requires a flexi 40-hour work week working unsocial hours and may require the incumbent to work on weekends and public holidays.

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

**Salary range \$3,094,839.00 to \$4,162,214.00 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](mailto:VACANCIES@CLA.ORG.JM)**

**Please note that only shortlisted applicants will be contacted.**