



**Cannabis
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Jamaica

JOB DESCRIPTION

POST NUMBER:	307117
JOB TITLE:	Administrative Assistant
JOB GRADE:	GMG/AM 2
DIVISION:	Human Resource Management and Development
REPORTS TO:	Director, Human Resource Management Development (GMG/SEG 3)
DIRECT REPORTS:	None

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

JOB PURPOSE:

To provide secretarial and administrative functions that supports the Director Human Resource Management and Development and that enhances the work processes and operations of the office.

KEY OUTPUTS

- Calendar with scheduled appointments updated.
- Meetings planned and coordinated.
- Correspondence prepared and distributed.
- Reports prepared.
- Agenda for meetings prepared.
- Comprehensive filing systems for electronic and manual records maintained.
- Action items and follow-up assigned by or to the Human Resource Management and Development Unit managed.
- Minutes of assigned meetings prepared.

- Stationery and Supplied for the Unit requested.

PERFORMANCE CRITERIA

- Appointments and calendar entries actively managed, including provision of requisite documents for the engagements/meetings.
- Meetings planned and coordinated against agreed requirements.
- Correspondences are accurately prepared and dispatched within requested timelines.
- Reports are comprehensive and accurately prepared.
- Agendas for meetings accurately prepared and made available within required timelines.
- Filing system is comprehensive and is maintained in accordance with established practices and updated within timelines agreed upon.
- System of effectively tracking action and follow-up items developed and maintained.
- Meeting minutes are accurately and prepared within a timeline agreed upon following meetings.
- Stationery/Supplies re-order level for the Unit established and orders submitted within agreed timelines.

JOB RESPONSIBILITIES

- Composes letters/memoranda from general instructions.
- Reads and analyses incoming correspondence, submissions, and reports in order to determine significance and distribution.
- Answers the telephone, screens callers, and takes and relays messages.
- Maintains schedules of routine, special appointments and advise the Director on matters requiring prompt attention.
- Responds to request and inquires as directed.
- Prepares reports, memos, letters and other documents, using word processing, spreadsheet, database, and /or presentation software as required.
- Assists in the organization of events and activities to include scheduling rooms and issuing information.
- Maintains and monitors a schedule of meeting and other events for the unit.
- Makes travel and accommodation arrangements for Director as required.
- Co-ordinates the flow of paperwork, including periodic and special reports between the Human Resource Management and Development and the other sections/units
- Research and analyses data and prepared draft reports on administrative matters or other informational materials as required.
- Attends meetings in order to record minutes as requested.
- Complies, transcribes and distributes minutes of meetings within established timelines.

Other Responsibilities

- Any other related duties as assigned by the Human Resource Management and Development

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)
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- Follow-up with persons assigned matters by the Human Resource Management and Development
- Direct routine matters to relevant personnel
- Liaises with internal departments, external agencies and business partners as directed by the Director.

KEY COMPETENCIES

Core Competencies		Band
The Inspiring Cluster		
1	• Communicating effectively	1
2	• Working collaboratively	1
3	• Developing capability	1
The Future-Oriented Cluster		
4	• Seeing the big picture	1
5	• Driving continuous change and improvement	1
6	• Making effective decisions	1
The Performance Cluster		
7	• Demonstrating a commercial and business mindset	1
8	• Ensuring value for taxpayers' money	1
Technical Competencies	CLA Competencies	Level
1 Records and Information Management	<ul style="list-style-type: none"> • Records Maintenance and Use • Mail Correspondence Management • Organization and Retrieval • Reference and Research Services • Retention and Disposal • Records Appraisal • Preservation 	Level 1 – Essential Knowledge
2 Office and Administrative Support Services	<ul style="list-style-type: none"> • Information Management • Technology and Resource Management • Proof Reading and Referencing Services • Communication and Service Delivery 	Level 1 Essential Knowledge

QUALIFICATION & EXPERIENCE REQUIREMENTS

- 5 CXC or GCE ‘O’ Level subjects including English Language and Mathematics or a numeric subject; successful completion of the prescribed Secretarial/Administrative Management Course of study at the Management Institute for National Development (MIND) or equivalent Course.
- Minimum 2 years’ experience in a similar capacity in the secretariat skills
- Excellent organizational and time management skills

VALIDATION

This document is validated as an accurate and true description of the job when agreement is signified below.

Approved by: *Chief Executive Officer*

Signature: _____ Date: _____

Received by:

I have received, read and fully understand the requirements of the job as outlined.

Signature: _____ Date: _____

Salary range \$1,711,060.00 to \$2,301,186.00 per annum

Applications should be submitted no later than **Friday, November 29, 2024**
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.

