



## JOB DESCRIPTION

<b>POST NUMBER:</b>	<b>305321, 307264, 307265, 307266, 307267, 307796</b>
<b>JOB TITLE:</b>	<b>Compliance Officer</b>
<b>JOB LEVEL:</b>	<b>GMG/SEG 2</b>
<b>DIVISION:</b>	<b>Compliance and Monitoring Division</b>
<b>REPORTS TO:</b>	<b>Compliance Supervisor</b>
<b>DIRECT REPORTS:</b>	<b>None</b>

### **Contract – Compliance Officer (GMG/SEG 2 (Band 8) – Vacant**

#### **JOB PURPOSE:**

Under the direct supervision of the Compliance Supervisor, the Compliance Officer conducts routine supervision of licensee activities as well as audits to ensure compliance with regulations, established security requirements, industry standards and best practices. The Compliance Officer conducts surveillance activities to gather information which assists with mitigating compromise of the industry.

The incumbent will also help to enforce established mechanisms to prevent crosspollination of ganja and hemp thereby contributing to the preservation of crop integrity and will engage in other activities that are aimed at preserving the integrity of the medical cannabis industry.

#### **KEY OUTPUTS**

- Compliance checks conducted at sites of licensees, permit and authorisation holders where cannabis (hemp and ganja) are handled
- Completed Checklists and corresponding reports of routine activities
- Reported results of Compliance Audits

- Cross-pollination of hemp and ganja minimized or prevented
- Accurate investigative reports
- Updated client files
- Appropriate and responsible handling of resources
- Appropriate and responsible use of fleet vehicles
- Background checks on applicants and licensees conducted
- Complaints against licensees and applicants investigated
- Completed Checklists and reports in relation to transportation/escorts of ganja and ganja products
- Weekly and monthly reports prepared
- Recommendations to improve operational efficiencies
- Compliance requirements enforced
- Inversion and diversion minimized or prevented

## **PERFORMANCE CRITERIA**

- Timely and effective enforcement actions executed
- Submission of routine reports of an agreed standard and within stipulated timelines and ad hoc reports
- Client files updated in a timely manner
- Customer queries and issues are responded to or escalated within stipulated timelines.
- Adhere to principles of honesty, integrity, accountability and professionalism in execution of functions
- Investigations conducted
- Surveillance and compliance audit activities conducted
- Executes random compliance audits of licensees, permit and authorization holders
- Conducts routine inspections of storage facilities for ganja and hemp
- Supervises the sale/purchase/transfer and transportation of cannabis among licensees, permit and authorization holders
- Conducts routine surveillance activities to obtain intelligence and to inform strategies to mitigate inversion and diversion of ganja
- Conducts routine disposal activities as required
- Risk mitigation
- Enforce activities executed at the ports of entry in a timely manner

## **JOB RESPONSIBILITY**

### **Field Based**

- Supervises the storage and packaging of ganja and ganja products
- Oversees the loading of ganja for transportation and escorts cargo to destination according to established protocols
- Oversees hemp cultivations and enforce established mechanisms to minimize or prevent cross-pollination

- Ensures adequate security mechanisms are in place for the handling and storage of ganja relative to all licence types, permits and authorisations in keeping with established security protocols
- Enforces the Closed loop System by tracking the validity of tripartite agreements
- Proactively conducts Compliance Audits and enforcement visits to verify that terms and conditions of licenses are being maintained
- Conducts random/ad hoc post licensing inspections and pre-licensing inspections, where necessary
- Issue Directives and execute enforcement actions where breaches and offences occur
- Prepare reports based on site visits, surveillance, compliance activities and special operations
- Reconcile inventory documents of all categories of licensees and produce reports making sound recommendations where necessary
- Investigates reports of breaches of the terms and conditions of a license and of irregular activities
- Inspects production areas and products to ensure compliance with Good Manufacturing Practices (GMP) and Good Agricultural Practices (GAP)
- Inspects retail facilities to ensure controlled access to ganja and ganja products in accordance with Regulations, Good Manufacturing Practices (GMP), Good Distribution Practices (GDP) and Good Security Practices (GSP)
- Oversees the disposal of cannabis plants and products to include ganja and ganja products, hemp, unhealthy or unwanted cannabis plants and dead plants routinely, or where otherwise appropriate
- Oversees the transportation of ganja and ganja products within the closed loop system and to/from ports of entry for export /import
- Completes and submits pre-licensing and post-licensing inspection reports and highlight irregularities in the activities of licensees
- Monitors the handling of ganja at the ports of entry
- Conducts background checks on applicants and licensees to ensure 'fit and proper' status is established and maintained
- Investigates complaints made against licensees and applicants and prepares reports
- Develops incident reports/notes all on meetings with licensees
- Executes special operations and undercover operations in keeping with the directives of the Director, Compliance and Monitoring
- Conducts surveillance in support of compliance activities to be executed at licensed sites, including licensees with expired, suspended and revoked licenses and prepare reports
- Participates in joint operations with government security forces with permission from the Director, Compliance and Monitoring and the CEO
- Seizes and/or detains ganja in approved storage facilities in accordance with established protocols
- Schedules and conducts field inspections for violations, take photographs for evidence, prepare appropriate follow-up procedures and maintain accurate investigative records

- Assists in the preparation of materials for case files to support the prosecution of cases in the court and before the Appeals Tribunal
- Attend meetings, sensitization and awareness events and conferences regarding enforcement issues as needed, maintaining awareness of the Dangerous Drugs Act and relevant regulations
- Participates in the execution of compliance workshops
- Support programmes of parent Ministry

#### **Administrative**

- Reviews reports submitted by licensees and highlight any inconsistencies to the Director, Enforcement and Monitoring
- Prepare report on report tracking and compliance levels
- Oversees the surveillance of off-site feeds of licensed sites and/or motor vehicles and report an incidents and exceptions
- Collect surveillance information as part of post-licensing inspections
- Alerts Compliance Supervisor of any breaches or offences identified on licensed sites
- Makes arrangements for the destruction/disposal of raw material or waste product on the licensed site or other approved disposal facility
- Makes recommendations to the Compliance, Supervisor for scheduling of organisational activities
- Makes recommendations to improve operational efficiencies
- Adheres to established, relevant policies and procedures of the Authority
- Contributes to the Divisional planning and reporting
- Any other related duties as assigned by the Director, Enforcement and Monitoring
- Testify in court proceedings if call upon to do so

#### **JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)**

- Investigate suspected breaches of the terms and conditions of licenses, directive, Dangerous Drugs (Cannabis Licensing) (Interim) Regulation, 2016 and other protocols of the Authority
- Liaise with customer base
- Execute suspension and revocation operations
- Issue directives and execute enforcement actions for breaches and issue of noncompliance

#### **KEY COMPETENCIES**

- Strong analytical and investigative skills
- Excellent interpersonal and communication skills
- Strong report writing skills
- Strong organization and time management skills
- Ability to perform inspections independently
- Detail oriented

- Even- tempered and able to communicate diplomatically and with people from varied cultural and socio-economic backgrounds.

**QUALIFICATION & EXPERIENCE REQUIREMENTS**

- First degree in Operations Management, Business Administration, Public Administration, Applied Science, Security Administration and Management from a recognised tertiary institution and other law enforcement training
- 2 - 3 years' working experience
- Knowledge of local laws and the use of medical and sacramental ganja
- Experience in the security/armed forces or an investigative environment would be an asset

**WORKING CONDITIONS**

This position involves office and extensive island wide 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.**

**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 \$4,266,270.00 to \$5,737,658.00 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](mailto:VACANCIES@CLA.ORG.JM)**

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