



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 - Director, Research and Development (SOG/ST 8) (Band 11) - Vacant

JOB PURPOSE:

Under the direct supervision of the Senior Director, Operations, this role is responsible for providing the strategic and operational leadership in Research and Development in partnership with local and international stakeholders.

The role will seek to identify and examine research activities, which can be used to inform the development of the Jamaican Cannabis Industry whilst establishing a robust public education and communication strategy to promote the importance of a regulated medical cannabis industry. This requires information sharing protocols between the Authority and MDAs, consultants, international databases and networking relationships.

KEY OUTPUT:

- Robust research mechanism developed and implemented
- Research, Public Education and Communication strategies developed and implemented in accordance with the Authority's mandate,
- Promotional and Marketing Operational plans developed and implemented
- Planned targets and monthly status reports prepared and disseminated to Board of Directors, Chief Executive Officer, and key stakeholders,
- Advertisements, press releases, speeches, presentations and publications to support public education activities of the Authority produced and disseminated
- Easily accessible platforms for internal and external communications implemented
- Website developed, maintained and optimized for efficient content management
- Media and public relations activities developed, implemented and monitored.
- Research conducted and papers with recommendations submitted.
- Consultations conducted with local and international stakeholders

KEY RESPONSIBILITIES:

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

Technical

- Responsible for the planning, development and implementation of a robust research agenda in keeping with the needs of the Authority
- Prepares standard operating procedures for the conducting of research projects
- Collaborates with other ministries, government departments and agencies in executing research work and exchange of data/information. This includes but is not limited to the Bureau of Standards, Scientific Research Council, Ministry of Health, the Government Chemist Department, Institute of Science and Legal Medicine.
- Collaborates with international bodies on research activities which may advance as well as assist in the better regulation of the local medical cannabis industry. This includes but

is not limited to the United Nations, Health Canada, the Food and Drug Administration, European Union and the Cooperation Programme on Drugs Policies (COPOLAD)

- Ensures the examination and exploration of general trends in the growth of the medicinal cannabis industry, both locally and internationally through manufacturing, research and development, academia etc.
- Ensures the examination and exploration of existing drug conventions and relevant local as well as international legislation on cannabis and provide relevant recommendations
- Collaborates with local and international universities and other entities that, inter alia, focuses on quantitative and qualitative research on the cannabis industry
- Keep abreast of developments in local and international jurisdictions to guide the development of the local cannabis industry and support research activities/initiatives.
- Identify and manage research activities that will influence prudent policy decisions and programme implementation.
- Oversees the design, development, review and dissemination of research instruments, models and indices
- Manages the collection, compilation, analysis and reporting of quantitative and qualitative data to enhance organizational decision-making and industry knowledge
- Manages the dissemination of research findings
- Oversees the maintenance a database for on-going and pipeline projects and facilitate access to and use of information
- Develop a communications policy and strategy to provide guidance for the communications activities of the Authority
- Assesses, guides and initiates appropriate responses pertaining to crisis management for the Board of Directors and Executive staff
- Develops a brand identity for the Authority through strategic messaging, event participation and effective use of collateral
- Engages and develops relationships with stakeholders having institutional responsibility for matters related to the industry, in order to undertake shared communications and initiatives
- Develops communications activities to facilitate discussion amongst stakeholders interested in potential commercial activity in the industry
- Ensures the appropriate use of social media channels and develops, executes and analyses the effectiveness of appropriate messages for varying media
- Manages the Division's budget to maximize the execution of the communications strategy
- Provides internal guidance on matters of internal and external communications and the appropriate responses where necessary
- Develops or reviews drafted speeches and presentations done for Board members, the Chief Executive Officer and/or members of the Authority
- Produces attractive and accurately edited publications and collateral material
- Reviews and manages web-content for effective dissemination of research and public education material
- Reviews public commentary about the Authority and recommend/implement steps where appropriate to maintain or improve a positive image
- Coordinates media and public relations activities, including issuing press releases, hosting press conferences, work-shops and seminars, and invitation of the press of events of the Authority as appropriate

Management

Represents the Authority at local and international meetings, work-shops, seminars, conferences and other affairs and prepares and presents reports on these activities as required.

Presents research findings and development strategies to internal and external stakeholders;

Develops Individual Work Plan based on strategic alignment with Operational Plan and strategic direction

Ensures that the team obtains all necessary tools and equipment to effectively execute their duties

Develops and oversee the implementation of the unit's operational plan

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Articulates with excellent written communications and presentation skills
- Excellent project, time and organisational skills
- Proven ability to work effectively with diverse stakeholders
- Excellent analytical skills to analyze problems and provide solutions
- Computer applications skills including use of social media
- Outstanding interpersonal skills
- Skills in video production and graphic design would be advantageous
- Results oriented
- Ability to work as part of a team, with importance on cross-team working
- Excellent research and presentation skills
- Competence in the identification of novel, relevant and/or appropriate technologies for application
- Knowledge of the Dangerous Drugs Act, Jamaican cannabis regulations and international conventions and treaties would be an asset
- Demonstrates confidentiality when privy to sensitive information
- Knowledge and or work experience in the local and/or international Cannabis industry is an asset

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- 5 years' work experience at a senior management level
- Post-graduate Business degree or related equivalent studies
- Training in research methods data management and analysis;
- Highly developed research and reporting skills

Salary range \$7,716,512.00 to \$10,377,851.00 per annum.

Applications should be submitted no later than **Monday, April 7, 2025** to:

Please indicate the position being applied for in the Subject Line

**THE DIRECTOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT
CANNABIS LICENSING AUTHORITY
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EMAIL: VACANCIES@CLA.ORG.JM**

Please note that only shortlisted applicants will be contacted.