



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 – Administrative Assistant (GMG/AM 2) – 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.

**KEY 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

**QUALIFICATIONS & 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

**SPECIAL CONDITIONS ASSOCIATED WITH TH JOB**

- May be required to work long and unscheduled work hours to meet critical deadlines, including on weekends and public holidays.

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

Applications should be submitted no later than **Monday, August 18, 2025**

**to:**

**THE DIRECTOR HUMAN RESOURCE  
MANAGEMENT AND DEVELOPMENT  
CANNABIS LICENSING AUTHORITY  
4TH FLOOR, PAN JAM BUILDING, 60 KNUTSFORD BOULEVARD, KINGSTON 5  
EMAIL: [VACANCIES@CLA.GOV.JM](mailto:VACANCIES@CLA.GOV.JM)**

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