



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 3) – Not Vacant

JOB PURPOSE:

Reporting to the Director, Licensing and Applications, the Administrative Assistant provides administrative/ secretarial support to the Licensing and Applications Division.

KEY OUTPUTS:

- Conferences, seminars, workshops and meetings planned
- Meetings attended, Minutes prepared and circulated
- Correspondence prepared and distributed
- Monthly and weekly reports collated
- Request for the procurement of goods to include office supplies and services prepared
- Attendance Register for meeting maintained
- Agenda for meetings prepared
- Electronic and manual filing system managed
- Schedules and special appointment co-ordinated

KEY RESPONSIBILITIES:

- Composes letters/memoranda from general instructions
- Prepares agenda for meetings and organizes relevant information and documents
- Takes and reproduce minutes of meetings as well as distribute in accordance with established guidelines
- Maintains schedules of routine, special appointments and advise the Director, Licensing and Applications matters requiring prompt attention
- Assists in the preparation and collection of standard reports
- Responds to routine and other correspondence
- Processes incoming and outgoing correspondence in accordance with established guidelines
- Maintains a register of attendance at meetings
- Establishes and maintains an effective filing system for the control and safekeeping of classified and confidential documents and reports and facilitates easy retrieval of documents/information
- Any other related duties as assigned by the Director, Licensing and Applications

KEY COMPETENCIES

- Well-developed communication and interpersonal skills
- Excellent Planning and organizing skills
- Strong customer orientation skills
- Result oriented
- Excellent note taking skills
- Sound and logical approach to problem solving and task analysis
- Ability to have sound judgement
- Ability to work on own initiative and under pressure
- Sound understanding of the Dangerous Drugs Amendment Act
- Excellent knowledge of office practice and procedures
- Strong analytical and time management skills

QUALIFICATIONS & EXPERIENCE REQUIREMENTS:

- 5 CXC or GCE 'O' Level subjects including English Language and Mathematics or a numeric subject; successful completion of the Administrative Management Level 3 course at the Management Institute for National Development (MIND) or an equivalent course from a recognized institution.
- Minimum two (2) years' experience in a similar capacity in the secretariat skills
- Excellent organizational and time management skills
- Ability to work on own initiative

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 \$2,190,302.00 to \$2,945,712.00 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**

Please note that only shortlisted applicants will be contacted.