



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 – Administrator (GMG/AM 4) - Vacant

JOB PURPOSE:

The Administrator is responsible for the provision of administrative/ secretarial support to the office of the Senior Director, Operations and by extension the Operations Branch.

KEY OUTPUTS:

- Meetings attended, Minutes prepared and circulated
- Conferences, seminars workshops and meetings planned
- Correspondence prepared and distributed
- Reports prepared
- Request for the procurement of goods and services prepared
- Attendance Register for meeting maintained
- Travel Itinerary maintained
- Agenda for meetings prepared
- Stationery Request prepared and submitted
- Electronic and manual filing system managed
- Schedules and special appointment co-ordinated

KEY RESPONSIBILITIES:

- Composes accurate letters/memoranda from general instructions
- Prepares agenda for meetings and organizes relevant information and documents
- Records and prepares minutes of meetings as well as distribute in accordance with established guidelines
- Maintains schedules of routine, special appointments and advise the Senior Director, Operations matters requiring prompt attention
- Receives/hosts visitors to the office of the Senior Director, Operations
- Assists in the preparation and collection of standard reports
- Responds to routine and other correspondence
- Logs, processes, and files incoming and outgoing correspondences in accordance with established standard
- Maintains itinerary for Senior Director, Operations or officers in the Branch as directed
- Maintains a register of attendance at meetings
- Prepare Monthly Attendance Reports
- 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.

OTHER REPOSIBILITIES

- Any other related duties as assigned by the Senior Director, Operations

QUALIFICATIONS & EXPERIENCE REQUIREMENTS:

- Diploma in Business Administration or related field
- Two (2) years' experience in a senior secretarial or administrative position

or

- Five (5) CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute of

National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience

or

- Graduation from an accredited school of Secretarial studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheets; English Language at CXC or GCE O 'Level; completion of the appropriate Office Professional Training Course at the Management Institute, plus seven (7) years' general office experience

or

- Successful completion of the Certified Professional Secretary course, proficient in typewriting at a speed of 50-55 words per minute; English Language at CXC or GCE O 'Level; training in the use of variety of software applications and seven (7) years' general office experience plus appropriate Office Professional Training Course at the Management Institute for National Development

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 \$2,803,771.00 to \$3,770,761.00 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.