



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

FIREARM EXAMINATION OFFICER (LEVEL7) - MANDEVILLE

Salary \$3,501,526.00 per annum

Job Purpose

Conduct a programme of certification or de-certification of applicants, Firearm Instructors, Firearm Ranges and Practical Firearm Training Courses.

KEY OUTPUTS

- ✓ Firearm Examination Certificates
- ✓ Firearm Instructors Certificates.
- ✓ Firearm Range Certificates.
- ✓ Reports on monitoring activities.
- ✓ Successful collaboration with the Jamaica Constabulary Force.

KEY AREAS OF RESPONSIBILITY

Technical Responsibilities

- ❖ Administers the Firearm Examination.
- ❖ Inform applicants of result and updates the Authority's database.
- ❖ Reviews application for certification from Firearm Instructors, process applications and inform applicants.
- ❖ Monitors practical Firearm Training Courses to ensure adherence to standards and guidelines, which have been set by the Authority.
- ❖ Monitors Gun Clubs and approved Firearm ranges to ensure adherence to standards set by the Authority.
- ❖ Conduct inspection of private security companies firearm vaults on behalf of the Authority to ensure that the proper security standards are being met.
- ❖ Monitors adherence to the procedures set governing the sale of ammunition by private dealers.
- ❖ Liaise with customers, government ministries, department and agencies and the private sector organizations to disseminate information and gain customer feedback.
- ❖ Review customer comments and suggestions relieved and respond to issues raised.
- ❖ Prepared weekly, monthly and quarterly performance report and statistics.
- ❖ Contribute to the development of the corporate plan and budget to ensure the department targets and objectives are reflected.

- ❖ Communicate with members of the public on Authority policies and practices and relevant legislation.
- ❖ Advise and respond to customer enquires related to new registrations and legislation administered by the office. Instruct customer service as to correct format and content of documents to be submitted.
- ❖ Design and administer customer questionnaires, survey and polls to gain feedback on Authority services and identify areas for improvement.
- ❖ Perform other related duties as assigned from time to time by Manager Examination and Certification.

REQUIRED COMPETENCIES

Technical Competencies

- ✓ Interviewing techniques
- ✓ Knowledge of FLA Act
- ✓ Principles and practices of investigation and research
- ✓ Excellent knowledge of the Authority's Policies and Procedures

Core Competencies

- ❖ Excellent interpersonal skills.
- ❖ Excellent Communication skills.
- ❖ Excellent problem solving skills.
- ❖ Good management skills.
- ❖ Good planning and organizing skills.
- ❖ Good analytical skills and sound judgment.
- ❖ Good time management skills.
- ❖ Working knowledge of relevant computer applications.
- ❖ Ability to work under pressure.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- ❖ Diploma in Management studies or equivalent qualification/training.
- ❖ Three (3) years related experience.
- ❖ Qualified Firearm Instructor.

Applications accompanied by resumes should be submitted

NO LATER THAN FRIDAY JUNE 20, 2025

E-mail: hrd@fla.gov.jm

or

**The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6**

**PLEASE PUT FIREARM EXAMINATION OFFICER (LEVEL 7) MANDEVILLE FOR IN
THE EMAIL SUBJECT**

**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND
CHECK.**

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.