



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 positions:

### **Financial Accountant (BAND 9) – Kingston**

**Salary Range: \$5,198,035 - \$6,990,779 per annum**

#### **Job Purpose**

Under the general direction of the Director, Finance and Administration, the incumbent is responsible for the management of the procedures in respect of payroll, accounts payable, final accounts and disbursements for the Kingston and Regional Offices.

#### **Minimum required education and experience**

- Bachelor's Degree in Accounting or Management Studies with Accounting from an accredited tertiary institution; or
- ACCA Level 2
- Plus, three (3) years accounting experience with two (2) years at a senior level
- OR
- ASc. Degree in Accounting, plus
- Diploma in Government Accounting (MIND)
- Plus, five (5) years accounting experience with three (3) years at a senior level

### **Accounting Officer (BAND 4) – Kingston**

**Salary Range: \$ 1,711,060 - \$2,301,186 per annum**

#### **Job Purpose**

The incumbent is responsible for processing and preparing payment vouchers and provide support for the Authority's payment system and procedures.

#### **Minimum Required Education and Experience**

- AAT Level 2; **OR**
- ACCA-CAT Level B/Level 2; **OR**
- ACCA Level 1; **OR**
- NVQJ Level 3, Accounting; **OR**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **OR**
- ASc. Degree in Accounting (MIND); **OR**
- Diploma in Government Accounting (MIND) Levels 1, 2, & 3; **OR**

- Diploma in Accounting from an accredited tertiary institution.
- One (1) year related work experience

### Payroll Officer (BAND 4) – Kingston

Salary Range: \$1,711,060 - \$2,301,186 per annum

#### Job Purpose

The incumbent is responsible for assisting in the timely and accurate preparation of the Authority's payroll.

#### Minimum Required Education and Experience

- Accounting Diploma/Certificate or AAT Level I accreditation.
  - Certificate in Government Accounting.
  - One (1) year working experience.
- OR**
- Certificate in Government Accounting from an accredited institution
  - Two (2) years related experience

### Manager, Human Resources Management & Development (BAND 9) - Kingston

Salary Range: \$5,198,035 - \$6,990,779 per annum

#### Job Purpose

The incumbent is responsible for providing Human Resource Management, training and organisational development functions that support the achievement of the Authority's strategic objectives.

#### Minimum Required Education and Experience

- Bachelor's degree in Human Resource Management, Management Studies, Public Policy or any closely related field from a recognised tertiary institution
- Training in Performance Management, Industrial Relations and Organizational Change Management
- At least five (5) years' experience in a senior position of a similar nature.

### Manager, Application Processing (BAND 8) - Kingston

Salary Range: \$4,266,270 - \$5,737,658 per annum

#### Job Purpose

The incumbent is responsible for managing the applications and certification process in accordance with the law and the Authority's policies and procedures.

#### Minimum required education and experience

- Bachelor's degree in Management Studies/Business

- Administration or related discipline
- One (1) year working experience in a similar capacity  
**OR**
- Associate degree in Management Studies/Business Administration or related discipline
- Two (2) years working experience in a similar capacity

### **Manager, Quality Control (BAND 7) - Kingston**

**Salary Range: \$3,501,526 - \$4,709,163 per annum**

#### **Job Purpose**

Under the supervision of the Director, Information Systems and Technology, the Quality Control Manager is responsible for creating, maintaining, and managing technical quality control processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments.

#### **Minimum required education and experience**

- Bachelor's degree in Computer Science or Software Engineering
- At least three (3) years of professional progression within an IT Department.
- Working knowledge of database systems
- Experience with developing Crystal reports
- Project management training

### **Records Clerk (BAND 7) - Kingston**

**Salary Range: \$1,439,455 - \$1,935,907 per annum**

#### **Job Purpose**

The incumbent is responsible for assisting the implementation and maintenance of systems and procedures designed to ensure efficient management of the files and records within the custody of the Registry Unit.

#### **Minimum Required Education and Experience**

- Four (4) GCE O'Level or CXC General Proficiency Level Passes including English Language.
- Training in records management would be advantageous

### **Corporate Communications Officer (BAND 7) – Kingston**

**Salary Range: \$3,501,526 - \$4,709,163 per annum**

#### **Job Purpose**

Under the general direction and supervision of the Director, Corporate Planning and Client Relations, the incumbent is

responsible for participating in undertaking such activities which are necessary to project and maintain a suitable and desirable image of the Authority. This include the development and dissemination of information on related issues and the work of the Authority to enhance public awareness; and development and implementation of public relation programmes that foster a positive corporate image.

#### **Minimum Required Education and Experience**

- Bachelor's degree in Mass Communications, Journalism, Marketing or Public Relations from an accredited tertiary institution.
- Proven working experience in social media or as a digital specialist.
- Training/Certification in social media management
- At least two (2) years' experience in the related field

**Interested persons who meet the above stated criteria are asked to submit applications NO LATER THAN, Friday July 26, 2024 to:**

**The Manager, Human Resource Management  
& Development  
Firearm Licensing Authority  
91A Old Hope Road, Kingston 6  
or Email: [hrd@fla.gov.jm](mailto:hrd@fla.gov.jm)**

**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK. PLEASE NOTE THAT ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**Kindly visit the Firearm Licensing Authority's website at [www.fla.gov.jm](http://www.fla.gov.jm)**