



The Firearm Licensing Authority, a statutory body in Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following position;

Corporate Planning Officer (BAND 5) – Kingston

Salary Range: \$1,984,305 - \$2,668,670 per annum

Job Purpose

The incumbent is responsible for providing support to the Director, Corporate Planning and Client Relations with the strategic management process and assist with the preparation and analysis of strategic and operational plans of the Authority.

Minimum Required Education and Experience

- Bachelors' Degree in Public Sector Management/Management Studies or related Social Science with good research component
- Training in Strategic Planning
- One (1) year related working experience

Accounting Officer (BAND 4) – Kingston

Salary Range: \$1,550,136 - \$2,084,761 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**
- Diploma in Accounting from an accredited University or Community College; **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, Government Accounting Levels 1, 2, & 3; **OR**
- BSc. Degree in Accounting or Management Studies with Accounting

AND

- One (1) year related work experience

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

Salary Range: \$4,594,306 - \$6,178,830 per annum

Job Purpose

The incumbent is responsible for providing Human Resource Management, training and organizational 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 recognized 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.

Applications Processing Officer (BAND 4) – Southern Regional Office - Mandeville

Salary Range: \$1,550,136 - \$2,084,761 per annum

Job Purpose

Under the supervision of the Regional Director, the incumbent is responsible for receiving and processing applications and providing guidance and information to applicants who are interested in applying for registration and licensing.

Minimum Required Education and Experience

- Diploma in Business Administration from a recognized tertiary institution
- Four (4) subjects at GCE O' Level/CXC General Proficiency inclusive of English Language and a numerical subject
- Two (2) years related experience in Customer Service

Receptionist (BAND 3) – Southern Regional Office - Mandeville

Salary Range: \$1,272,269 - \$1,770,060 per annum

Job Purpose

Under the general direction of the Regional Director the Receptionist/Telephone Operator is responsible to assist the general public in all aspects of their interaction with the Authority as the first line of contact to assist with customer inquiries and complaints and interact with customers to provide and process information. The incumbent will also provide an effective and efficient communication system both internally and externally.

Minimum Required Education and Experience

- At least four (4) subjects at the CXC General proficiency/GCE O' levels including English Language and a numeric subject.
- Customer Service Certification would be an asset

- Certificate in Telephone Operation and Ethics would be an asset.

Interested persons who meet the above stated criteria are asked to submit applications NO LATER THAN, Monday, Mach 18, 2024 to:

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