



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

ACCOUNTING OFFICER (BAND 5) – KINGSTON

Salary: \$2,190,302 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 5) – KINGSTON

Salary: \$2,190,302 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.
- Certificate in Government Accounting.
- One (1) year working experience; OR
- Certificate in Accounting from an accredited institution
- Two (2) years related experience

INVESTIGATOR (BAND 8) – KINGSTON

Salary: \$4,266,270 per annum

Job Purpose

Under the direction of Senior Investigator, the post incumbent conducts investigation of new applicants to determine their suitability to hold a firearm. Investigating complaints regarding the breach of any term or condition of the firearm authorisation.

Minimum Required Education and Experience

- Bachelor's Degree in Criminology or Criminal Justice
- Training in security investigation
- Two (2) years related work experience
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RECEPTIONIST (BAND 4) – KINGSTON

Salary: \$1,711,060 per annum

Job Purpose

The Telephone Operator, under the guidance of the Corporate Communications and Customer Service Officers, is responsible for being the first point of contact for the public in all aspects of interactions with the Authority. Assisting with inquiries, complaints, and providing and processing information.

The incumbent will also provide an effective and efficient communication system both internally and externally.

Minimum Required Education and Experience

- Four (4) subjects at CSEC General Proficiency/GCE O'levels including English Language and a numeric subject.
- Certification in Customer Service or;
- Telephone Operation and Ethics would be an asset.

Interested persons who meet the above stated criteria are asked to submit applications NO LATER THAN, Friday December 20, 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.flg.gov.jm for more information