

**GOVERNMENT OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**

**FIREARM LICENSING AUTHORITY**

JOB TITLE	<b>FIREARM EXAMINATION OFFICER</b>
JOB GRADE	GMG/AM4
POST NUMBER	
DIVISION	Kingston HQ
REPORTS TO	\$2,478,125.00 per annum

**Job Purpose**

- To administer the Firearm Competence Examination, assess the firearm holders in the loading and unloading of their firearms and to perform a thorough inspection of firearms and ammunition.

**Key Outputs**

- Inspection/Examination of firearm(s)
- Safe loading and unloading of firearm(s)
- Reports provided on Examination activities
- Firearm competence examination and assessment conducted
- Detection of alteration to firearm(s)

**Key Responsibility Areas:**

**Technical/Professional Responsibilities**

- Administers the Firearm Examination.
- Inform applicants of result and updates the Authority's database.
- Review customer comments and suggestions received and respond to issues raised.
- Prepares 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.
- Prepare, validate and issue Import/ Export Permits to applicants
- Prepare and Generate Firearm Competence Certificates

- Conducts and assess the Firearm Competence Examinations to ensure adherence to standards and guidelines, which have been set by the Authority
- Instructs and assess firearm holders during the loading and unloading of their firearms(s) and make recommendations if necessary.
- Conducts the retrieval and storage of firearms and ammunition from the FLA Vaults
- Conducts the inspection of firearm(s) and make recommendations if necessary.
- Process Competence results submitted by the Jamaica Constabulary Force and Jamaica Defence Force
- Process Disposal and Surrender Applications Forms
- Process the transfer of firearm requests of firearm holders
- Assist with the conducting of ballistic testing of firearms
- Process the Additional Ammunition Requests from firearm holders.
- Conducts firearm searches and advice internal customers.
- Update of the Authority's Database

**Other Responsibilities**

- Perform other related duties as assigned from time to time by the Supervisor.

**Authority (decision you have the power to make or recommend)**

- Liaise with customers and external bodies.
- Initiate or make recommendations for the seizure of firearms
- Make recommendation for the engravement of firearms

**Performance Standards**

- Work volume targets and daily, weekly and monthly deadlines are met.
- Reports and data produced are accurate and complete.
- Customer queries and issues are responded to within agreed timescale in accordance with the Authority's policies and procedures.
- Customer express satisfaction with the service received.
- Authority's policies and procedures are adhered to.

**Internal and External Contacts:**

**Internal Contacts**

Contact	Purpose of Communication
Heads of Departments and Senior Staff	To receive and send information

## External Contacts

Contact	Purpose of Communication
Firearm Dealers Security Companies	To verify location of firearm To receive authorization to proceed with FEUC issuance of permit
Firearm Instructors/trainers Applicants for Firearm Licences	To address competence matters To process transfers, disposals or other firearm related matters

## Working Conditions:

- Position entails occasional performance of assignments which require much road commute and extended works hours.
- May involve strenuous activities

## Required Competencies:

### *Core*

- Excellent interpersonal skills.
- Excellent Communication skills.
- Excellent problem solving skills.
- Good management skills.
- Good planning and organizing skills.
- Good analytical skills and sound judgement.
- Good time management skills.
- Working knowledge of relevant computer applications.
- Knowledge of the Firearm Act and related issues
- Ability to work under pressure.
- Knowledge of firearms and ammunition

## **Minimum Required Qualification**

- Bachelors Degree in Management Studies or equivalent qualification/training.
- Three (3) years related experience
- Qualified Firearm Instructor.