

Employment Opportunity



FIREARM LICENSING AUTHORITY

The Firearm Licensing Authority, invites applications from suitably qualified persons to fill the following position:

JOB TITLE	FIREARM EXAMINATION OFFICER
JOB GRADE/LEVEL	GMG/AM4
SALARY	From \$1,467,234 per annum to \$1744,080 per annum plus applicable allowance.
DIVISION	Kingston Headquarters
REPORTS TO	Manager, Examination & Certification

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 engraving 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	To verify location of firearm
Security Companies	To receive authorization to proceed with FEUC issuance of permit
Firearm Instructors/trainers	To address competence matters
Applicants for Firearm Licences	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.

Interested persons who meet the above stated criteria are asked to submit applications NO LATER THAN, Friday, November 18, 2022 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 to view the Job Description and Specification for the post.

"FLA.... regulating with purpose"