

FIREARM LICENSING AUTHORITY

JOB DESCRIPTION AND SPECIFICATION

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| JOB TITLE | VAULT CUSTODIAN |
| JOB GRADE | GMG/AM 4 |
| SALARY RANGE | \$2,190,302 per annum |
| DIVISION | Mandeville Regional Office |

Job Purpose

- To maintain a systematic accountability framework, with robust checks and balances for the proper storage and distribution of Firearms and Ammunition and other related equipment.

Key Outputs

- Proper storage of Firearm and Ammunition
- Accurate Record Keeping of all Firearm and Ammunition in custody
- Reports on monitoring activities.
- Constant evaluation of policy and procedures
- Successful collaboration with the Jamaica Constabulary Force and other stakeholders.

Key Responsibility Areas:

Technical/Professional Responsibilities

- Ensures that firearms are duly labelled with the FLA approved tag and are stored in the appropriate location in a logical sequence for easy retrieval.
- Ensures that Ammunitions are duly labelled with the FLA approved tag and are stored in the appropriate location in a logical sequence for easy retrieval.
- Maintain an appropriate register for all firearms and ammunitions and other related equipment.
- Ensures that Firearm Storage Receipts corresponds with the Firearm Register/Vault information.
- Ensures that the condition of the firearm submitted for storage is properly recorded.
- Verify the accuracy of information on the Firearm Storage Receipt prior to storage
- Maintain a register to record proper handing over of firearm and ammunition that were in safe keeping.

- Ensures that a systematic firearm accountability framework is maintained and reviewed periodically.
- Ensures that all records are detailed specific to the firearm and ammunition being recorded.
- Ensures that firearms and ammunition FLA approved tag corresponds with information in register/vault management.
- Ensures that vault management system is updated as each storage/retrieval occurs.
- Verify the appropriate fee being charged for storage.
- Ensures appropriate fees are paid prior to handing over of firearms to Firearm Examination/ Officer/ Holder.
- Co-ordinate firearm retrieval from the airports as instructed by the Director.
- Verify and maintain a register of all firearms presented by Firearm Dealers for ballistic testing.
- Liaise with Firearm Dealers regarding the storage of firearms for ballistic testing.
- Ensures adherence to set procedures governing the storage of firearms and ammunition.
- Liaise with customers, government ministries, departments and agencies and the private sector organizations to disseminate information and get customer feedback.
- Reviews customer comments, queries and suggestions and respond to issues raised.
- Prepares weekly, monthly and quarterly performance report and statistics.
- Contributes to the development of proper systems ensuring the department targets and objectives are reflected.
- Communicates with Firearm Holders regarding Authority's policies and practices and relevant legislations.
- Advise and respond to enquiries related to storage of firearm and ammunition.

Other Responsibilities

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

Working Conditions:

Position entails occasional performance of assignments which require much road commute.

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.

Minimum Required Qualification

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