

## FIREARM LICENSING AUTHORITY

### JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	<b>VAULT CUSTODIAN</b>
JOB GRADE	GMG/AM 4
DIVISION	Kingston HQ
RENUMERATION	\$2,478,125.00 per annum

#### **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.

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

- Liaise with stakeholders and external bodies.

### **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	Request and send information

### External Contacts

Contact	Purpose of Communication
Firearm Dealers Security Companies Firearm Holders	To inspect and certify

### 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

