



**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 position:**

## **ADMINISTRATIVE ASSISTANT (BAND 5 – KINGSTON)**

**Salary: \$2,190,302.00 per annum**

### **Job Purpose:**

To provide technical and administrative support duties to strengthen the effective and efficient functioning of the Office of the Chief Executive Officer and the Firearm Licensing Authority (FLA) Board.

### **Key Outputs:**

- Application case files checked
- Applications processed
- Board decisions disseminated
- Assistance with plans and reports provided
- Preliminary research conducted
- Minutes, letters and memoranda prepared
- Monthly, Quarterly, Annual Reports drafted
- Records maintained
- Contribution to Annual Reports provided
- Meetings, trainings and consultations coordinated

### **Key Responsibility Areas**

#### ***Management/Administrative Responsibilities***

- Develops Individual work plan based on alignment with the Branch's Operational and Strategic Plan.
- Assist with the coordination of the Branch's meetings and functions relating to the operations of the Branch.
- Participates in meetings, workshops, seminars and other events as needed.

#### ***Technical/Professional Responsibilities***

- Checks application case files for completeness prior to submission to the Board for Appeal.
- Collate application case files.
- Attends Board Meetings or Appeals Panel and take minutes of decisions arrived at in respect to each application.

- Process new applications, update the Applications Database and dispatch accordingly.
- Disseminates relevant decisions to the pertinent Branches of the Authority.
- Conducts research to assist with the preparation of reports, data presentations and other documents.
- Schedules and arranges meetings, training sessions, visits etc., coordinates documents or activities that may be needed before meetings.
- Answer queries and prepares responses to requests from stakeholders.
- Maintain confidential records and files.
- Request items for discussions from the relevant persons and prepares agenda for the monthly staff meetings; assists with the arrangement for other meetings as directed.
- Composes meetings notes from sessions held by the Division.
- Receives telephone calls and visitors, makes appointments and confirms meetings.
- Monitors all inquiries directed to the office and provide where possible necessary advice or information required by clients.
- Maintains schedule of all appointments and official engagements of the CEO and issues reminders of ensure fulfillment.
- Prepares presentation for CEO's meeting based on information provided.

### **Performance Standards:**

- Filing system developed in keeping with Authority's established guidelines for records management
- Research conducted is based on established research standards and guidelines and submitted within agreed timeframe
- Case files are complete and thorough
- Decisions from Board disseminated in agreement with prescribed timeframes
- Number of correspondences processed vs number received
- Travel arrangements finalized within agreed time period
- Notes produced in accordance with format stipulated and produced within deadline stipulated

### **Required Competencies:**

#### ***Technical Competencies***

- Working knowledge of the GOJ Procurement policies and guidelines
- Use of relevant computer applications and office productivity tools
- Knowledge of research methodologies
- Demonstrated levels of customer service skills

#### ***Core Competences***

- High level of integrity
- Meticulous and pays keen attention to details
- Excellent interpersonal skills
- Sound communication skills (written and oral)
- Teamwork and cooperation

- Ability to work well under pressure and navigate multiple deadlines
- Use of initiative and understanding
- Good time management and organizational skills

**Minimum Required Education and Experience**

- Associate degree in Public Administration, Business Administration or related discipline
  - One (1) year working experience in a similar capacity
- OR**
- Diploma in Business Administration or related discipline
  - Two (2) years working experience in a similar capacity
- PLUS**
- Five (5) CSEC subjects including English and Mathematics

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Applications accompanied by resumes should be submitted  
**NO LATER THAN FRIDAY September 5, 2025**

**E-mail: [hrd@fla.gov.jm](mailto:hrd@fla.gov.jm)**

or

The Manager,  
Human Resource Management & Development  
Firearm Licensing Authority  
91A Old Hope Road, Kingston 6

**Subject line should read: ADMINISTRATIVE ASSISTANT**

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.  
**PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**