



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

## **Compliance Enforcement Officer (LEVEL 8) - ST. ANN**

**Salary \$4,266,270 per annum**

### **Job Purpose**

To conduct the Authority's programme of Investigative Audits and Complaints Investigation.

### **KEY OUTPUTS**

- Accurate investigation reports
- Timely delivery of investigation reports
- Investigation progress reports

### **KEY AREAS OF RESPONSIBILITY**

- Liaise with customers, government ministries, departments and agencies and private sector organizations to disseminate information and gain customer feedback.
- Review customer comments and suggestions received and respond to issues raised
- Prepare monthly and annual performance reports and statistics.
- Contribute to the development of the corporate plan and budget to ensure the department targets and objectives are reflected.
- Communicate with members of the public on the Authority's policies and practices and relevant legislations.
- Administer customer questionnaires, surveys and polls to gain feedback on Authority services and identify areas for improvement.
- Assist in developing and reviewing division's policies, procedures and systems to meet the Authority's goals, objectives and targets.
- Communicate with members of the public on the Authority's policies and practices and relevant legislations.
- Conduct comprehensive & snap audits of FLA Approved Firearm Authorisations
- Participate in the renewal process FLA Approved Firearm Authorisations
- Serve Revocation Orders to FLA Approved Firearm Authorisation holder.
- Enforcement of revocation orders by the retrieval of firearms, ammunition, accessories, and licences
- Perform other related duties as assigned by the Director, Compliance and Enforcement

## **PERFORMANCE STANDARDS/INDICATORS**

- Deliverables produced within agreed timeframe.
- Compliance and Enforcement programmes are in keeping with GOJ international obligations under treaties and convention with respect to the firearm industry.
- Investigations conducted in accordance with agreed timeframe and standards.
- Firearm/Ammunition retrieval and inspection coordinated in keeping with the Authority's policies and procedures.
- Statements recorded in keeping with standard operating procedures.
- Revocation orders issued in keeping with the Authority's policies and procedures.
- Reports and data produced are accurate and complete.
- Customers queries and issues are responded to within agreed timescales in accordance with the Authority's policies and procedures.
- The extent to which confidentiality, integrity and sensitivity are displayed in the execution of duties.

## **REQUIRED COMPETENCIES**

### **Technical Competencies**

- ✓ Excellent knowledge of the Firearms (Prohibition, Restriction and Regulation) Act, 2022
- ✓ Strong knowledge of industry regulations and standards
- ✓ Sound investigative skills
- ✓ Sound knowledge in the use of firearms
- ✓ Knowledge of the Authority's policies and procedures
- ✓ Working knowledge of relevant computer applications
- ✓ High level of integrity and confidentiality

### **Core Competencies**

- ✓ Good communication and interpersonal skills
- ✓ Excellent organisation skills
- ✓ Excellent research, analytical and problem-solving skills
- ✓ Excellent time management skills
- ✓ Good analytical skills and sound judgment
- ✓ Excellent planning and organizing skills

## **WORKING CONDITIONS**

- Extensive travelling may be necessary
- May be required to work outside of regular working hours

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

Bachelor's degree in management studies, Business Administration, Public Administration or equivalent.

Three (3) years' experience in compliance auditing

Applications accompanied by resumes should be submitted  
**NO LATER THAN FRIDAY APRIL 11, 2025,** to

The Manager,  
Human Resource Management & Development  
Firearm Licensing Authority  
91A Old Hope Road, Kingston 6  
or  
[hrd@fla.gov.jm](mailto:hrd@fla.gov.jm)

**PLEASE PUT THE POST YOU ARE APPLYING FOR IN THE EMAIL SUBJECT**  
**ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.**  
**PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**