



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:

VAULT CUSTODIAN (BAND 7) – MANDEVILLE

Salary: \$3,501,526.00 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 Responsibilities

- Ensure 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.
- Ensure that Firearm Storage Receipts correspond with the Firearm Register/Vault information.
- Ensure 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.
- Ensure appropriate fees are paid prior to handing over 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 organisations to disseminate information and get customer feedback.
- Reviews customer comments, queries and suggestions and respond to issues raised.
- Prepare weekly, monthly and quarterly performance reports 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 firearms and ammunition.

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.

Core Competencies:

- Knowledge of the Firearm Act and related laws and regulations
- Ability to work under pressure.
- Excellent interpersonal 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.

Minimum Required Education and Experience

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

Applications accompanied by resumes should be submitted

NO LATER THAN FEBRUARY 28, 2025

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

E-mail: hrd@fla.gov.jm

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

