

REGULATED SUBSTANCES AUTHORITY (RSA)

JOB DESCRIPTION

JOB TITLE	:	CHIEF TECHNICAL OFFICER (C.T.O.)
EMPLOYMENT TYPE	:	CONTRACT
PERIOD	:	24 MONTHS

A. BACKGROUND

The Regulated Substances Authority (RSA) is a statutory body created by the Regulated Substances Act of 2023. The organization is geared at establishing and overseeing a regulatory framework for numerous regulated substances in Saint Lucia.

The RSA is currently developing legislation to establish and regulate a cannabis industry in Saint Lucia and to regulate radiation safety and security. Other regulated substances can include alcohol, petroleum and explosives.

B. RELATIONSHIPS

The Board of Directors of the RSA is seeking to employ a **Chief Technical Officer (CTO)** to guide the RSA on all technical matters. This individual will be directly supervised by the CEO of the RSA. This position will work in close collaboration with relevant Government Departments.

C. DUTIES AND RESPONSIBILITIES

1. LEADING, COORDINATION, SUPERVISION

- i. Lead the establishment of technical policies, procedures, manuals, and systems, and support in the development of relationships with key internal, government, and external stakeholders.
- ii. Lead and supervise the technical team of the RSA.
- iii. Lead, coordinate, supervise and ensure adherence on all technical matters relevant to the RSA Act and other related national and international legislation.
- iv. Attend meetings and lead discussions on RSA technical activities.
- v. Represent the RSA at inter-governmental meetings relevant to technical activities of the RSA.
- vi. Coordinate with other Ministries working in areas relevant to RSA technical Activities.
- vii. Oversee training and capacity development programs for the technical team of the RSA.
- viii. Manage internal and external communications with respect to RSA technical activities.

- ix. Coordinate and facilitate stakeholder engagement on technical matters.

2. PLANNING AND MANAGEMENT

- i. Lead the development of the technical activities including the development of the technical Department's Annual Work Plan and Procurement Plan.
- ii. Lead the development of the RSA Technical Operations Manual (TOM).
- iii. Ensure RSA technical activities are aligned with existing national and international policies.

3. BUDGET AND FINANCE

- i. Lead the development of the budget required for all technical activities that will be part of the RSA's Annual Budget and ensure the effective management of that budget.
- ii. Oversee and manage, in collaboration with the appointed line staff and in keeping with the directives of the Board and Fund Board, medium term and strategic financial and strategic planning of technical operations.
- iii. Report on the progress of technical operations budget utilization and forecast expenditure to the CEO (monthly or as required) with assistance from the Chief Finance Officer.
- iv. Manage and remain accountable for expenditures against the budget of the Technical Department.

D. REPORTING

1. Ensure the delivery of quarterly reports to the CEO
2. Oversee Technical reporting against the RSA's Results Framework.

E. ADVICE

Provide high-level strategic, technical and operational level advice to the CEO as required.

F. PERFORMANCE APPRAISAL AND STAFF SUPERVISION

1. Manage the performance of the RSA Technical staff in line with the established staff performance management systems.
2. Develop, with assistance of the Director of Administration and Human Recourse, Terms of Reference and Job Descriptions for RSA technical staff and ensure they are kept up to date.
3. Advise the CEO on decisions relating to Human Resource Management impacting the technical department.

G. TECHNICAL KEY RESULTS AREAS

1. Maintain the necessary level of technical and operational skills to supervise RSA activities.

2. Oversee the preparation, execution and delivery of outputs for all contracts relating to the technical activities of the RSA.
3. Overall responsibility for technical operations.

H. ADMINISTRATIVE POLICIES AND PROCEDURES

Ensure the technical department is in compliance with established administrative policies and procedures and contribute to reviews of these as required.

I. OTHER DUTIES

Perform any other related duties as requested by the CEO.

J. EXPECTED KEY DELIVERABLES

The CTO will be responsible for supporting the implementation of the RSA Preparatory Activity Plan including any and all deliverables specified by the CEO.

K. LOCATION.

This is a full-time position based in Saint Lucia and may involve travel to other communities. The CTO will work from the RSA office where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings.

L. SELECTION CRITERIA

a. QUALIFICATIONS:

- i. A Master's Degree in Science, Engineering or other related discipline with at least five (5) years of relevant professional experience in a similar position.

OR

- ii. A Bachelor's Degree in Science, Engineering or other related disciplines combined with at least 10 years of relevant professional experience working in a similar position;

- b. Previous leadership and managerial experience is a requirement and must be evidenced.

c. EXPERIENCE AND SKILLS

- i. Leading overseeing and/ or managing an organization's technical resources.
- ii. Managing budgets and financial reporting.
- iii. Experience preparing documentation, including policies and procedures.
- iv. Experience delegating responsibility to respective team members based on discipline.
- v. Experience with reporting, including presenting progress in visual formats, and writing/ preparing clear and concise reports.

- vi. Experience in interpreting relevant legislation, policies, procedures, and processes of government.
- vii. Experience using Microsoft Office or other relevant software to present information such as cost, schedule, budgets as well as to monitor outputs against established benchmarks.
- viii. Excellent communication skills in English (speaking, reading, and writing),
- ix. Able to communicate in a clear and structured manner to a broad range of audiences;
- x. Strong ethics, high level personal organizational skills, and ability to manage own workload.

M. DURATION

The initial contract duration would be for twenty-four (24) months with the possibility of extension of the contract for an additional duration or permanent employment premised upon satisfactory performance in the initial 24-month period.

N. REMUNERATION

An attractive remuneration package commensurate with experience and skills will be offered.

APPLYING FOR THIS POST

Applications **must** include **both** the following format and content:

- a. A brief cover letter (maximum 1 page); and
- b. A resume (CV) of no more than 5 pages, showing personal details, work experience, and education, along with the names of three work related references to the following address:

Chairperson,
Regulated Substance Authority
Regulated Substances Authority of Commerce, Manufacturing, Business Development,
Cooperatives and Consumer Affairs
Bisee
Castries
Saint Lucia

Or electronically:

chairman@rsa.govt.lc and info@rsa.govt.lc

DEADLINE FOR APPLICATIONS: JANUARY 12th 2025.

Note: unsuitable candidates will not be acknowledged. Applicants whose minimum qualifications and experience conform to the Terms of Reference will be short-listed and invited to attend an interview to facilitate selection.