

# REGULATED SUBSTANCES AUTHORITY (RSA)

## JOB DESCRIPTION

**JOB TITLE** : **TECHNICAL FIELD OFFICER/ INSPECTOR**

**EMPLOYMENT TYPE** : **CONTRACTUAL**

**PERIOD** : **24 MONTHS**

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### **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.

### **A. RELATIONSHIPS**

1. Works under the direction of and reports to the Chief Technical Officer / the CEO

### **B. DUTIES AND RESPONSIBILITIES**

1. Provides technical support to the RSA in general and specifically to the Operations Unit for the management of the regulated substances.
2. Development and implementation of project plans and schedules.
3. Preparation and management of project budgets and tracking of expenditure for the same.
4. Assist in the implementation of strategic directions to align projects and programmes with organizational goals and objectives.
5. Monitors project and programme progress and performance, identifying and addressing any issues or risks that may arise.

6. Coordinates and oversees the administration of field inspections required for processing and monitoring of licensees. Duties in this regard include but are not limited to:
  - i. facilitating the requisite document processing.
  - ii. facilitating the procurement of goods and services including:
    - a. preparation and/or review of terms of reference.
    - b. preparation and/or review of technical specifications.
    - c. preparation and/or review of bidding documents.
    - d. evaluation of technical and financial proposals.
    - e. management of contract negotiation processes.
  - iii. management of consultants and contractors.
  - iv. review and approval of certificates / requests for payment for works undertaken.
  - v. development and institution of emergency response planning regimes for RSA regulated facilities and other premises.
7. Prepare monthly reports, including recommendations as required, on the progress of work undertaken and as defined by this job description.
8. Any other related duties as assigned by the CEO to advance the objectives of the RSA.

#### **C. CONDITIONS**

1. Required to own, maintain and operate an appropriate motor vehicle to enable effective discharge of the duties / responsibilities outlined.
2. Required to engage in strenuous physical activity and consequently maintain a good level of fitness to execute duties.
3. Required to take proper care of equipment / work tools issued.
4. Salary will be within the salary scales set by the RSA.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. A bachelor's degree (Science, Engineering or Technology) from a recognized university,  
OR  
At least 7 years working experience in a field relating to regulated substances (e.g. Cannabis, radioactive material, alcohol, petroleum, explosives)  
OR  
At least 15 years working experience in an organization which has a regulatory role or

function.

2. Postgraduate Training in Environmental, Disaster or Project Management would be an asset.
3. Exemplary verbal and written skills in English.
4. Working knowledge of the RSA Act and other relevant legislation.

**E. OTHER KNOWLEDGE, SKILLS AND ABILITIES**

1. Excellent interpersonal and communication skills and the ability to work with diverse groups and organizations.
2. Ability to communicate goals and objectives clearly; undertake actions and achieve results in an independent manner and to assume responsibility for actions taken.
3. Ability to work independently with minimum supervision.
4. Capacity to solve problems or conflicts in an assertive manner.
5. Ability to learn, innovate and integrate new knowledge and practices into work.
6. Ability to navigate complexity and accept uncertainty.
7. Excellent time management skills.
8. Working knowledge of basic computer programs including Microsoft Office (e.g., Word, Excel, PowerPoint and Teams).

**F. EVALUATION OF PERFORMANCE**

Work performance will be evaluated based on:

1. The accomplishment of agreed performance targets.
2. Compliance with directions and guidance provided.
3. Proper decorum and attitude to work.
4. Ability to effectively supervise persons assigned.

5. Timely completion of reports and assignments.

## **G. 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.

### **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](mailto:chairman@rsa.govt.lc) and [info@rsa.govt.lc](mailto:info@rsa.govt.lc)

### **DEADLINE FOR APPLICATIONS: JANUARY 12<sup>TH</sup> 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 for further consideration.*