



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 146

OSC Ref. C.6499⁸

29th June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Technical Co-ordinator (GMG/SEG 2) in the Office of the Commissioner, Department of Correctional Services (DCS)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

The Technical Coordinator is responsible for providing assistance in directing and controlling the Office Administrative functions, so as to ensure effective co-ordination, monitoring, management and implementation of all activities of the Office of the Commissioner, and to ensure that the related responsibilities of the Commissioner are executed efficiently.

Key Responsibilities

Management/Administrative:

- Ensures that all administrative matters for the Office of the Commissioner are administered effectively and makes recommendation for improvements as may be required;
- Ensures the smooth operations of the Office of the Commissioner;
- Proactively prioritizes conflicting needs/requests ensuring that same are handled expeditiously and are followed through to completion;
- Assists in the co-ordination of Senior and other Management Team Meetings.

Technical/Professional:

- Leads in the formulation of Operational and Work Plans for the Office of the Commissioner;
- Ensures that all performance reports are prepared and reviewed for the attention of the Commissioner;
- Reviews and assesses the output of the Office of the Commissioner against Corporate/Operational Plans and makes recommendations for adjustments where necessary changes are needed;
- Processes matters which are presented for the attention of the Commissioner of Corrections and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitate timely and accessible information from the Office of the Commissioner;
- Monitors and oversees responses to queries from the Auditor General, Office of the Children's Advocate, The Independent Commission of Investigations (INDECOM), Attorney General, Public Defender, National Contracts Commission and the Office of the Contractor General by communicating with relevant DCS officers ensuring the prompt and accurate information and data in consultation with the Planning and Research Unit;
- Monitors and oversees the responses to questions raised in the House of Representatives, motions raised in the Senate, ensuring that responses conform to required format and the Commissioner is provided with accurate information;
- Interacts/Networks directly with Ministries, Departments and Agencies to elicit feedback on matters affecting the DCS and to ensure that matters in relation to the work of the DCS are expeditiously addressed;
- Prepares on behalf of the Commissioner Cabinet Submissions for transmission to the Ministry of National Security (MNS) as required to carry forward policy recommendation in consultation with the Planning and Research Unit;
- Ensures that Quality Assurance Annual Reports and other Statutory Reports are required for internal and external dissemination;
- Provides analysis and advice to the Commissioner on matters relating to internal and external affairs;
- Researches, prepares and submits reports, briefs and meeting agendas as required;
- Participates in the preparation for visits by state officials and other official events as required;

- Prepares speech and discussion points as requested by the Commissioner;
- Reviews Procurement Requisitions and supporting documents for the signature of the Commissioner;
- Responds generally to the demands of the Office of the Commissioner.

Supervisory:

- Establishes and maintains systems to foster a culture of service and teamwork within the Office of the Commissioner;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge of Government's system and related Operational policies to include Government Accounting Principles, Procurement policy guidelines, Staff Order, the Financial Administration and Audit (FAA) Act and other financial regulations
- Sound knowledge of data analysis
- Knowledge of international best practices
- Good leadership, management, planning and organizing skills
- Excellent oral and written communication skills
- Strong interpersonal and customer orientation skills
- Strong proposal writing and business planning skills
- Ability to multitask, work under pressure and meet urgent deadlines
- Ability to exercise sound judgment and conviction of purpose in unfavourable and unpopular situations
- Ability to interface with State Officials and partner/donor agencies
- Demonstrates sound personal and professional integrity reflecting high ethical and moral values
- High level of confidentiality, diplomacy and initiative
- Proficiency in the use of Microsoft Office suite computer applications of Microsoft Office suite computer applications.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration with a major in Accounting;
- Five (5) years middle management experience in the Public or Private Sector in an organization of similar size and complexity;
- Paralegal Certificate or training will be an asset.

Special Conditions Associated with the Job

- High stress office environment;
- Will be required to travel locally in the execution of duties, when the need arises;
- Will be subjected to ongoing security vetting.


Applications accompanied by résumés should be submitted **no later than Friday, 10th July, 2020 to:**

**Senior Director
Human Resource Management and Administration
Department of Correctional Services
2nd Floor
5-7 King Street
Kingston**

Email: vacancy@dcsgov.im

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**