



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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26th November, 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 Education Co-ordinator (GMG/SEG 1) in the Rehabilitation and Probation Aftercare Division, Department of Correctional Services**, salary range \$1,577,157 – \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

The Educational Co-ordinator manages the development of critical educational and training skills in all Adult and Juvenile Institutions island-wide, ensuring incremental learning and initial assessment through care and pre-release stages of rehabilitation.

Key Responsibilities

Management/Administrative:

- Supervises Teachers and Vocational Instructors in their general teaching methodology and structure of contents by monitoring Lesson Plans to ensure that content is in conformity with established curricula;
- Ensures that all inmates and wards involved in the Vocational Programmes are certified by HEART/NTA to at least Level 1 category prior to release;
- Arranges and organizes with Teachers and Instructors, specialist teaching/learning activities to enhance the learning situation utilizing technology and diagnostic assessment as pertaining to reading and computer literacy and other specialized learning environments;
- Identifies training needs of Teachers and Instructors, in collaboration with Human Resource Management and Development Section, accessing training courses to ensure that training needs are met and that teachers are able to impart skills and knowledge to the target groups;
- Collaborates with NGOs/Voluntary Groups, e.g. Cornerstone Ministries, to integrate and monitor their contribution to the Education/Training Programmes, such as human or material resources, e.g. books, tools, etc., to ensure the maintenance of acceptable standards and common goals;
- Submits timely Quarterly Requisitions for budgetary allocations for Educational/Vocational Programmes and monitors the usage of resources to enhance the effectiveness of these programmes;
- Organizes Special Education/Training Programmes for inmates/wards with learning difficulties and where applicable, work in conjunction with Occupational Therapist/Psychologists and other professionals, to establish Diagnostic Educational Training Programmes;
- Arranges meetings regularly with the Education Committee with a view of monitoring and developing the Academic Programmes to foster continuity and growth.

Technical/Professional:

- Assists in developing project proposals for submission to local and international funding agencies seeking financial and other support for the Education Programme;
- Presents and assesses needs, responses and progress of students by integrating programmes with Risk Assessment Treatment Needs identified;
- Co-ordinates curriculum development standardization of assessment, timetabling and general and logistic operations for all Educational Programmes of the Department;
- Integrates the Risk Assessment Rubric, the Ministry of Education Policy and National Literacy, as well as the Department's Rehabilitation Agenda;
- Identifies, implements and monitors educational activities for slow learners and others needing special education by incorporating reading labs, computer labs and diagnostic programmes to ensure that inmates/wards acquire standard levels of functionality suitable for recognized certification;
- Outlines selection and assessment processes of inmates/wards to ensure appropriate sequencing and development of concepts;

- Identifies textbooks, past papers and other required resource materials and equipment for participants and ensures that students are adequately prepared with instruments for examination;
- Recommends inmates/wards for selection with regards to any award/support/benefit in institution/aftercare education and training, internally and through collaboration with external stakeholders;
- Assists with the organization and planning of exhibitions/expositions;
- Prepares tender documents and organizes for specific items to be tendered;
- Conducts an Annual Performance Evaluation on all Teachers and Instructors to assess their performance levels.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends advice on corrective action, where necessary, to improve performance and/or organizational goals;
- Participates in the recruitment of staff for the Division in accordance with established Human Resource Policies and Procedures;
- Oversees the development and implementation of a Succession Planning Programme for the Division to facilitate continuity and the availability of skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains an environment that fosters a culture of teamwork, employee empowerment and commitment to the Division and organizational goals;
- Performs any other duties that may be assigned from time to time by the Commissioner and Deputy Commissioner.

Required Knowledge/Skills/Competencies

- Excellent knowledge in the planning and implementation of the educational and vocational process
- Excellent knowledge of sociological factors that influence behaviour
- Excellent knowledge of the organization's principles and procedures

Minimum Required Qualification and Experience

- Bachelor of Arts Degree in Education from a recognized tertiary institution **or** a Bachelor of Science Degree with a Diploma in Teaching;
- Four (4) years' work experience in the field, especially in Corrections Administration and/or Special Education Programmes for Slow Learners.


Applications accompanied by Résumés should be submitted **no later than Wednesday, 9th December, 2020 to:**

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

Email: vacancy@dcs.gov.jm

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**