



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 304
OSC Ref. C. 5849¹¹

25th 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 following **vacant** posts in the **Ministry of Justice**:

1. **Regional Director (GMG/SEG 2) (Trelawny Parish Office)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Victim Services Officer (SWG/PS 2) (Trelawny and Portland)**, salary range \$1,147,014- \$1,363,439 per annum and any allowance(s) attached to the post.

1. Regional Director (GMG/SEG 2)

Job Summary

Under the general direction of the Director, Victim Services Division (VSD), the incumbent is required to lead the work of the VSD in the Region; promoting Victim Support Services and ensuring effective management of resources and providing high quality management of the staff and volunteers. In addition, the incumbent will be responsible for the implementation of systems and procedures within the Region and will lead a team of Parish Managers in promoting and implementing policies, strategies and relevant methodologies.

Key Responsibilities

- Liaises with the Director VSD to participate in the development of appropriate plans for victim support in the Region;
- Collaborates with the Programmes Manager and the Clinical Psychologist to design and develop various forms of inventories and procedures in order to maintain a standard operation at the Regional level;
- Leads the implementation of victim support strategies and planning capabilities within assigned Region;
- Manages the implementation of policies and procedures to ensure the delivery of high-quality client service;
- Ensures proper Case Management throughout the Region;
- Identifies areas for further development and implementation of Victim Support Services in the Region;
- Co-ordinates the implementation of appropriate Therapeutic Interventions for victims;
- Tracks and monitors the implementation of Victim Support Programmes including Client Services at the Regional and Parish levels;
- Monitors the Parish Offices to ensure the maintenance of high levels of service to clients and stakeholders;
- Collaborates with the Programmes Manager and the Clinical Psychologist to ensure the effective management and involvement of volunteers in the delivery of Client Service;
- Identifies and communicates issues affecting Victim Support Services to Victim Services Managers and Volunteers;
- Liaises with the Research Officer to prepare relevant victim data/information in the form of Statistical Reports re: performance at the Regional level and submit to the National Office;
- Collates monthly report and other relevant data from each Parish Office and prepares interim, quarterly and Annual Reports;
- Co-ordinates the implementation of information and other strategies design to build competence in the Managers as well as client servicing staff in the Region;
- Contributes to the development and maintenance of Library of Information on the Victim Support Programme at the Regional level in order to facilitate the dissemination of information and to promote the programme regionally;
- Collaborates with the Programmes Manager and the Clinical Psychologist to undertake ongoing assessments, modification and implementation of the existing range of services available to victims;

- Liaises with relevant stakeholders and provides the Director with analysis and recommendations for the formulation of policies and legislation;
- Ensures the effective and efficient dissemination of information to the Parish Offices re: changes in policies and procedures and other matters to ensure that high levels of compliance are maintained;
- Participates in the development and implementation of policies, guidelines and procedures geared towards infusing the programme into the Criminal Justice System at the Regional levels;
- Implement Victim Support Policies, Legislation and Protocols;
- Forges alliances and collaborations with the key stakeholders regarding the implementation of the policy and strategies for Victim Support;
- Participates in the conduct of promotional meetings to showcase the work of the VSD;
- Prepares Operational Plans and Budgets and monitors the achievements of the Region against them;
- Co-ordinates and supervises activities of staff to ensure completion of assignments as well as compliance with established systems and procedures;
- Consults with the Corporate Services Manager to develop and manage the performance of the staff with particular emphasis on transferring skills, motivating staff, rotating staff, setting performance targets, providing feedback to staff and arranging for training;
- Ensures that Regional/Parish Offices have sufficient and appropriate physical resources in order to facilitate the efficient and effective performance of assigned duties;
- Consults with the VSD Director and the Corporate Services Manager to perform Human Resource, Finance and Administrative function of the Regional Office;
- Liaises with Corporate Services Manager, Research and Data Personnel at the National Office to implement Customer Surveys to stakeholders/beneficiaries, analyses the results and factor them into the Performance Appraisals of staff;
- Manage the operations of the Region and ensures that the physical assets and property including buildings are secured and properly maintained;

Required Knowledge/Skills/Competencies

Core

- Good written and oral communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and co-operation
- Compliance
- Customer and Quality Focus
- Time management skills
- Adaptability

Technical

- Proficient in relevant computer applications
- Knowledge of Counselling Techniques;
- Planning and Organizing skills
- Good analytical and investigative skills
- Excellent problem-solving skills
- Excellent negotiation skills
- Good leadership skills
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of the Staff Orders and Public Service Regulations (1961)

Minimum Required Qualification and Experience

- Master's Degree in Psychology or Social Work and any relevant field
- Certificate in Supervisory Management would be an asset
- Five (5) years' work experience with at least three at the supervisory level;

OR

- First Degree in the Social Science with emphasis on Social work or Psychology and any relevant field
- Certificate in Supervisory Management would be an asset
- Seven (7) years' work experience with at least three at the supervisory level;

2. Victim Services Officer (SWG/PS 2)

Job Purpose

The incumbent is required to provide high level Victim Support Services including emotional, technical support to victims of crime and for maintaining high quality relationships with the Division's partners and stakeholders.

Key Responsibilities

- Implements various forms of inventories and procedures developed in the delivery of Client Services;
- Receives, interviews and records referral of crime victims from the Police, Courts and other institutions;
- Provides support for clients by arranging specialised groups and individual Counselling Sessions;
- Prepares and accompanies victims or relatives of victims to Court; enabling them to function psychologically;
- Prepares reports on clients for presentation at Court; Psycho-Social and Emotional Rehabilitation;
- Monitors clients/victims at home, school and work in order to facilitate psycho-social and emotional rehabilitation;
- Solicits and ensures the provision of emergency shelters for victims as well as Pharmaceutical and Medicinal Assistance;
- Administers programmes geared towards assisting children;
- Provides counselling services to members of the Security Forces as the need arises;
- Acts as mediator in times of conflict at the community level as well as in domestic disputes;
- Maintains integrity of the programme by creating an atmosphere of confidentiality for the clients;
- Oversees the work of volunteers and ensures compliance with policies and procedures;
- Receives, monitors, develops and maintains accurate and confidential records including reports of visits to victims and Statistical Reports;
- Fosters crime prevention initiatives through the provision of Public Education on victim and security issues;
- Participates in the co-ordination of workshops at the Parish and Regional levels;
- Participates in the conduct of promotional meetings to showcase the work of the VSD;
- Seeks feedback from internal and external stakeholders with regard to their satisfaction with the level of service provided;
- Makes presentation on Victim Support issues at events, seminars, conferences, and symposiums.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and co-operation
- Compliance
- Customer and quality focus
- Time management skills
- Adaptability

Technical

- Proficient in relevant computer applications
- Planning and Organizing skills
- Good analytical and investigative skills
- Excellent problem-solving skills
- Excellent negotiation skills
- Good leadership skills
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of the Staff Orders and Public Service Regulations (1961)

Minimum Required Qualification and Experience

- First Degree in the Social Science with emphasis on Social Work/Counselling;
- Two (2) years' Social Work experience;
- Competent in Microsoft Office Suite i.e. Word, Excel, PowerPoint etc.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 8th December, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: careers@moj.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**