



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 433
OSC Ref. C.5849¹¹

8th December, 2021

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 Director, Justice Research, Modernization and Reform (GMG/SEG 4)** in the **Justice Policy and Governance Division, Ministry of Justice**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for leading and managing the design, co-ordination and delivery of a robust research and evaluation agenda by ensuring that up-to-date research methodologies are utilized in collecting and analyzing data and reporting results to support the Ministry's thrust in the development of evidence-based policies and legislation.

Key Responsibilities

- Assesses the activities of the Unit consistent with existing procedural and policy dictates and technical pre-requisites;
- Participates in the Research Planning process;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Leads interventions geared at strengthening research and data capabilities within the Ministry and its Portfolio Departments;
- Provides technical and managerial oversight of the implementation of the Ministry's Research and Data Analytics Agenda;
- Identifies research priorities, as part of the Strategic Vision of the Ministry;
- Ensures that studies and research activities support the Government of Jamaica strategic directions and objectives for justice and legal issues;
- Defines and manages the objectives of research and policy analysis projects; develop comprehensive research frameworks, methodologies and tools to advance research initiatives;
- Provides information on research available, including cross cutting areas involving justice, and social development matters, towards preparation of papers and technical presentations as required;
- Conducts socio-legal methodologically based empirical research and analysis in support of evidence-based policy and programme development, implementation and evaluation;
- Designs and implement research projects, statistical analysis and ensures organization and maintenance of Research Database;
- Facilitates the integration of the research and evaluation, policy-making and planning processes within the Ministry;
- Supports the development and application of a Results Based Management approach to managing the Ministry's programme;
- Supports the development of the Ministry's Strategic Business and Operational Plans in terms of strategies for gathering evidence to support policy development;
- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates training and development programmes, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Sound integrity
- Good interpersonal relations and people management skills

- Ability to work in a team
- Customer and Quality Focus
- Good time management skills

Technical:

- Methodical
- Excellent planning and organizing skills
- Demonstrable strategic vision
- Excellent analytical thinking skills
- Good problem-solving skills
- Goal/Results oriented
- Good leadership skills
- Ability to manage external relationships

Minimum Required Qualification and Experience

- Postgraduate Degree in Social Sciences with emphasis in Social Policy;
- Five (5-8) years' experience in a related field.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 21st December, 2021 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**