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4th February, 2022

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/be assigned to the following posts in the **Ministry of Justice**:

1. **Audit Supervisor (FMG/AS 3) – (Vacant)**, salary range \$2,551,250 - \$3,032,635 per annum and any allowance(s) attached to the post.
2. **Regional Director (GMG/SEG 2) – (Vacant) - St. Catherine Parish Office**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Auditor (FMG/AS 2) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
4. **Applications Developer (MIS/IT 4) – (Not Vacant)**, salary range \$1,710,225 - \$2,032,920 per annum and any allowance(s) attached to the post.
5. **Web Administrator (MIS/IT 4) – (Not Vacant)**, salary range \$1,710,225 - \$2,032,920 per annum and any allowance(s) attached to the post.

1. **Audit Supervisor (FMG/AS 3)**

Job Purpose

Under the direct supervision of the Chief Internal Auditor, the incumbent is responsible for leading the Audit Team in assessing transactions, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules in an assigned Region.

Key Responsibilities

- Conducts Operational and Financial Audit of organization to determine compliance with the provisions of relevant laws, regulations, policies and rules;
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures where applicable;
- Conducts Entrance and Exit Interviews;
- Follows-up directed responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Reviews working papers, drafts reports and queries submitted by direct report;
- Consolidates overall audit findings and prepares Final Reports;
- Ensures compliance with the relevant policies and procedures;
- Assists in guiding and providing on-the-job training for direct reports;
- Assists in developing the Audit Programmes;
- Manages the welfare and development of direct reports through coaching, mentoring, performance appraisals and training;
- Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry.

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
- People Management skills
- Customer and Quality Focus
- Time management skills

Technical

- Knowledge of the organization's mandate and objectives;
- Sound knowledge of the FAA Act;
- Sound knowledge of Staff Order and Public Service Regulations;
- Sound knowledge of Government's Accounting policies and procedures.

Minimum Required Qualification and Experience

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent;
- Successful completion of relevant government auditing courses and professional audit training would be an asset.
- Over two (2) years but less than five (5) years' experience in audit/specialized area.

2. Regional Director (GMG/SEG 2)

Job Purpose

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 submits 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 a 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;
- Implements 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 factors them into the Performance Appraisals of staff;
- Manages the operations of the Region and ensures that the physical assets and property including buildings are secured and properly maintained.

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 cooperation
- 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;

3. Auditor (FMG/AS 2)

Job Purpose

Under the direct supervision of the Audit Supervisor the incumbent is responsible for examination of transactions at all level including project, contracts and investment, and determine compliance with the provision of relevant laws, regulations, policies and rules on internal controls.

Key Responsibilities

- Conducts reviews of assigned Organization;
- Verifies organizational records;
- Examines and appraises financial and accounting practices and procedures;
- Conducts Entrance and Exit Interviews;
- Clears any queries on the working paper prepared;
- Assists in the preparation of preliminary recommendations and drafting of reports;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work as part of a team
- Excellent analytical and judgement skills
- Excellent planning and organizing skill
- Detailed oriented
- Ability to investigate/interrogate accounting practices

Technical

- Knowledge off the organization's mandate and objectives
- Sound knowledge of the FAA Act
- Sound knowledge of Staff Order and Public Service Regulations
- Sound knowledge of Government's Accounting policies and procedures
- Knowledge of the Procurement Guidelines;
- Proficiency in relevant computer software

Minimum Required Qualification and Experience

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent and no experience;
- Associate of Science Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years Accounting or Audit

4. Applications Developer (MIS/IT 4)

Job Purpose

Under the direct supervision of the Director, Management Information Systems, the incumbent is responsible for developing web applications and websites for the Ministry of Justice and its portfolio of Agencies, as well as improve on and provide support for existing applications.

Key Responsibilities

- Analyzes user needs and problems to develop user requirements and specifications;
- Develops web applications to automate the business processes of the Ministry and its portfolio of Agencies;
- Provides support for existing applications and improve where possible;
- Provides training to users on web applications and software utilized within the Ministry of Justice;
- Has the ability to implements web technologies and provides innovative web solutions;
- Documents business processes and develops work flows based on user requests;
- Liaises with Ministry Units/Departments to record, create and maintain application to suit requests and need agreed;
- Develops databases with the required data fields to ensure accuracy of data captured;
- Implements Ministry of Justice web templates in an appropriate Content Management System (CMS) and provides support for its user;
- Prepares and updates technical and user documentation for applications;
- Develops and maintains websites for the Ministry of Justice and its portfolio of Agencies;
- Keeps abreast of emerging trends and changes in web technologies and makes recommendations for their adoption where necessary to enhance the Ministry's technological guideline;
- Performs any other related duties that may be assigned.

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 computer applications
- Planning and Organizing skills
- Excellent problem-solving skills
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Proficient in Microsoft Office especially Microsoft Excel and Microsoft Access

Minimum Required Qualification and Experience

- Bachelor of Science in Computer Science or its equivalent;
- Two (2) years' web programming experience in PHP/MySQL, ASP/MS SQL, CSS Visual Basic, MS Access, Crystal Reports, AJAX, ASP.NET, HTML, Java, JavaScript;
- One (1) year experience using Content Management Systems (CMS) e.g. Drupal, Joomla & WordPress

5. Web Administrator (MIS/IT 4)

Job Purpose

To manage and maintain the Ministry of Justice and its portfolio of Agencies websites, email systems and intranets; take care of the web security and integrity of web-based systems and support web technologies, producing reports, capacity planning and monitoring uptime as well as customer support.

Key Responsibilities

- Provides support for existing applications and improves where possible;
- Provides training to users on Web Applications and software utilized within the Ministry of Justice;
- Implements Web technologies such as Web Forums, Wikis and Groupware Tools to provide innovative web solutions;
- Takes care of the security and integrity of web-based systems;
- Implements Ministry of Justice web templates in an appropriate Content Management System (CMS) and provides support for its users;
- Maintains and monitors websites for the Ministry of Justice and its portfolio of Agencies;
- Maintains and reviews existing Web pages for accuracy and relevance;
- Designs, implements, and edits Web pages;
- Redesigns Web pages as needed;
- Gathers website material from a variety of sources;
- Edits, proofreads and posts material/content;
- Ensures that all website content is uploaded to the site on a timely basis;
- Ensures overall integrity of website through constant review of content, ensuring all links are active and troubleshooting errors;
- Follows up with Communications personnel and Committee to update information;
- Researches best practices that enhance the value of the websites;
- Works to keep the site up to date with available technologies;
- Ensures that the overall navigational design flow of the website is user friendly;
- Monitors the usage and traffic of website;
- Provides reports on state of the website as requested.
- Browsers testing compatibility for rendering of content to facilitate mobile friendly version of websites managed
- Designs of graphical content (audio, images, video) for website managed.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Ability to work on own initiative
- Good interpersonal relations
- Team work and cooperation
- Customer and Quality Focus
- Time management skills

Technical

- Excellent knowledge of software, computer design and systems analysis
- Knowledge of client/server network protocols and internet/intranet applications
- Proficient in programming languages, Application Programming Interface (API)
- Planning and Organizing skills
- Excellent problem-solving skills
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures.
- Knowledgeable of open source applications, concepts and programming, browsers and mobile friendly orientation.
- Intermediate knowledge of Adobe Photoshop CS5 and Microsoft SharePoint
- Familiarity with web technologies such as web forums, wikis, groupware tools and e-learning applications

Minimum Required Qualification and Experience

- B.Sc. in Computer Science or its equivalent
- Two (2) years' web programming experience in PHP/MySQL, ASP/MS SQL, CSS, Visual Basic, MS Access, Crystal Reports, AJAX, ASP.NET, HTML
- One (1) year experience using Content Management Systems (CMS) e.g. Drupal, CMSimple

Applications accompanied by résumés should be submitted **no later than Thursday, 17th February, 2022 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**