



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 301**

**OSC Ref. C. 5849<sup>12</sup>**

**14<sup>th</sup> July, 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 the **vacant** post of **Human Rights Specialist (JLG/LO 4)**, in the **Ministry of Justice**, salary range \$3,420,191 - \$4,065,532 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Permanent Secretary, Ministry of Legal and Constitutional Affairs, the Human Rights Specialist operates within broad guidelines in a complex, highly sensitive and often contradictory environment to uphold the ideals and dignity of every citizen, as documented in the relevant Human Rights Instruments, including the Jamaican Constitution. He/she functions as the Ministry's link with other Ministries, Departments and Agencies (MDAs) and Non-Governmental Organisations (NGOs); identifying human rights problems, overseeing and facilitating the investigation and resolution of complaints; building relationships with local communities and advocacy groups; ensuring that the investigatory process is managed; and working in compliance with Jamaican laws.

### **Key Responsibilities**

- Provides sound and timely specialists advice on Human Rights issues to the Permanent Secretary and the Minister;
- Collaborates with the Communication Unit in the production and promotion of educational material to inform and educate the Civil Service, NGOs, Media, Trade Unions, primary, secondary and tertiary institutions, and the wider populace about Human Rights' legislation and broader Human Rights issues;
- Collaborates with Government Agencies to respond to the United Nations, Regional and other International Bodies on non-contentious issues relating to Human Rights;
- Co-ordinates aspects of the Government's Human Rights' Programmes by bringing together responses from different agencies to clarify issues for the benefit of the individual and the wider public;
- Complements the work of the Attorney General's Chambers on Human Rights issues by providing assistance in gathering information from Government entities, as required;
- Produces reports and recommendations for submission to MDAs and international organizations;
- Provides information relating to the protection of rights of witnesses and abused persons;
- Liaises with the Victim Services Division of the Ministry of Justice to ensure that relevant programmes and projects are consistent with international best practices;
- Collaborates with operators of the Victim Charter and provides technical advice when necessary;
- Establishes procedures and defines responsibilities when requested to assist with information gathering;
- Interfaces with local Lobby Groups to represent the Government and to reflect a positive public image;
- Acts as a central point of reference on behalf of clients in tracking/accessing information from Government entities, so as to avoid undue delay, confusion and frustration for the clients;
- Collaborates with the AGC to follow up on recommendations from the Inter-American Commission on Human Rights to ensure that Government Agencies conform with the recommendations and thereby minimize those matters that might be overlooked from time to time.
- Speaks on Human Rights issues on behalf of the Government, as required in national and international fora with the authority of the Permanent Secretary;
- Provides accurate information on Human Rights issues to the Media on a prompt and consistent basis (with the authority of the Permanent Secretary), as one means of weakening the perception that Civil Service of Jamaica

Cabinet Jamaica is not fulfilling its main obligations under the various Human Rights Treaties to which we are party;

- Performs assignments as suggested by the Human Rights Consultative Committee with the authority of the Permanent Secretary and keeps the Committee informed of developments in respect of Jamaica's Human Rights performance;
- Establishes a framework to enable the monitoring of Human Rights situation in the country;
- Leads the development of mechanism to facilitate a right-based approach to the development of policies, plans and programmes in order to further the realization of human rights, as articulated in the Universal Declaration of Human Rights and other international and local human rights instruments;
- Monitors complaints made by citizens and Human Rights groups about violations to identify trends which would inform the development of recommendations to reduce the instances of abuses;
- Develops a communication and information programme to inform complainants, respondents and witnesses of their rights and responsibilities under the various Human Rights laws;
- Prepares reports on the status of Human Rights in the Country and submits to the Permanent Secretary, Ministry of Legal and Constitutional Affairs and the AGC. Promotes a culture of rights and responsibilities within the Civil Service and other public authorities;
- Collaborates with the Policy Analysis and Review Unit (PARU) and the Ministry of Finance and the Public Service in ensuring that all legislation, policy and administrative practices are in conformity with the Universal Declaration on Human Rights and other related Human Rights instruments;
- Leads the development of a conceptual, analytical and methodological framework for identifying, planning, designing and monitoring development activities based on international Human Rights standards;
- Promotes the concept of identifying right holders and corresponding duty bearers in the development process;
- Works closely with Ministries to close gaps in the relevant pieces of legislation, develop/amend policies (where necessary), and address human rights' violations to ensure conformity with international Human Rights law;
- Determines the capacity of MDAs to fulfill their obligations under the International Human Rights Acts as well as the capacity for rights holders to claim their rights;
- Assembles case studies of the impact of rights-based approach to the development of policies, programmes and strategies;
- Translates the perception of developmental needs into rights and the explicit interconnectedness of all aspects of the human condition;
- Identifies those social forces that impinge upon an individual's ability to defend his/her rights;
- Identifies areas which could be seen as Human Rights' sensitive and advise and support MDAs in these areas (e.g. Education and Health);
- Works with MDAs to promote the incorporation of the norms, standard and principles of the International Human Rights System into the plans, processes and policies for development;
- Translates universal standards into locally determined benchmarks for measuring progress and enhancing accountability;
- Provides advice to the Permanent Secretary on the incorporation of safeguards in development instruments to protect against threats to the rights and well-being of vulnerable and marginalized groups;
- Provides training to Managers in effective responses to complaints of harassment and discrimination.

### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Team work and cooperation
- Proficient in relevant software application
- Excellent time management skills
- Knowledge of relevant computer applications
- Excellent leadership skills

**Minimum Required Qualification and Experience**

- At least a Post Graduate Degree with an appropriate combination that covers training in International Relations, International Law and/or International Human Rights.

**OR**

- A Law Degree with specialization in Human Rights.

**AND**

- Legal Education Certificate; AND Five years post qualification experience as a Human Rights Specialist or a practitioner in a related field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27<sup>th</sup> July, 2022 to:**

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

Email: [careers@moj.gov.jm](mailto: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**