



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 331
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5th August, 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 be assigned to the post of **Senior Director, Social Justice Services (GMG/SEG 6) (Contract)** in the **Ministry of Justice**, salary range \$4,314,285 – \$5,128,329 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Permanent Secretary, the Senior Director, Social Justice Services will manage the operations of the Victim Services Division, Child Diversion and Restorative Justice programmes to ensure optimal programme delivery. The Senior Director, Social Justice Services, has overarching responsibility to ensure that the related functions are achieved through the timely, efficient delivery of quality services to our clients by effectively managing the human and other resources. Ensures the implementation of proper mechanisms to execute protocols and procedures and provide advice on the formulation of policies, programmes and projects that are aligned with the Ministry's goals.

Key Responsibilities

Strategic Management:

- Leads and oversees growth, programme performance, partner planning, Budget, Strategic Planning and overall national oversight of the Division's operations;
- Ensures the preparation of Operational Plans, Strategic Plans, monthly and quarterly performance and other reports for the Restorative Justice, Child Diversion and Victim Services;
- Manages the respective operating Budgets of the Units/programmes in the Division and facilitates the disbursement of funds as per schedule and ensures that expenditure is properly accounted for in keeping with stipulated Government or Project Agreement guidelines;
- Researches and recommends Social Justice Projects and/or programmes for policy consideration and development;
- Liaises and co-ordinates with Directors, Project Managers and Officers as well as with International Development Partners (IDPs) to develop plans, assist in monitoring and streamline the technical assistances provided;
- Advises the Permanent Secretary on matters relating to Social Justice Services and initiatives;
- Ensures that the Permanent Secretary is adequately informed about developments in the delivery of services of the operations and progress of activities/cases and other information and data, as required;
- Represents the MoJ at international, regional, national and local meetings and functions in Child and Youth Justice Programmes, Restorative Justice Projects, Victim Services Programmes, Community Justice, Social Justice Reform and related projects;
- Prepares/Drafts and or contributes to position papers and Cabinet Submissions on Jamaica's Social Justice Programmes/initiatives and other relevant matters;
- Oversees the operations of the Victim Services, Child Diversion and Restorative Justice Programmes;
- Develops/recommends targeted social intervention programmes and initiatives for and in violent/vulnerable communities and groups;
- Leads and supports the development of Social Justice Policy for the Ministry of Justice;
- Collaborates with the relevant internal stakeholders for the development and execution of media strategies that increase Social Justice Programme visibility and the credibility of Ministry of Justice Social Justice Programmes.
- Ensures the delivery of training in RJ and Child Rights in keeping with established and approved formats; to all key stakeholders including, members of the Courts of Jamaica,

Office of the Director of Public Prosecutions (ODPP), Jamaica Constabulary Force (JCF) and the Department of Correctional Services (DCS) and other critical stakeholders.

General Management:

- Provides guidance in the design and implementation of capacity-building interventions (the development of relevant solutions - intake, reporting, needs assessments etc.);
- Monitors the overall management of human and other resources at the Justice Centres to ensure optimal service delivery;
- Monitors the equipping and outfitting of the Parish Justice Centres for the purposes of VS, CD and RJ activities;
- Ensures appropriate management of the acquisition, use and storage of all Ministry of Justice assets Parish/offices, and ensures compliance with Government of Jamaica's (GoJ) procurement procedures, Financial Administration and Audit Act and other relevant guidelines;
- Prepares impromptu status reports/briefs on the Programmes and responds to general queries from both internal and external stakeholders;
- Works with Non-Governmental Agencies (NGOs) that provide social intervention programmes, to co-ordinate activities that will address the needs of the Division's clients Implement, maintains and reviews effective Monitoring and Evaluation mechanisms for all deliverables, programmes, projects, initiatives;
- Formulates and implements sustainable, diverse and safe programme management policies and procedures as well as standardized repeatable processes for programme delivery across Parishes;
- Implements/administers appropriate Risk Management and Mitigation Strategies for the Division;
- Manages the delivery of information pertaining to all Social Justice Programmes (Child Diversion, Restorative Justice and Victim Support) (public sensitization, training and public education throughout the island);
- Ensures quality standard and audit of service delivery across all programmes.

Human Resource:

- Assists the Chief Technical Director, in collaboration with the Human Resource Management and Development Branch, to recruit, train and develop staff as well as implement, succession planning programmes and other strategies to ensure high performance teams, continuity of skills and competencies in the Division and personal development and career advancement of staff within the Division;
- Provides guidance to direct reports through coaching, mentoring, training and appropriate assistance and support as needed;
- Recommends staffing arrangements, leave and disciplinary action for direct reports in keeping with established Human Resource and other relevant policies;
- Monitors and evaluates the performance of direct reports, prepare Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personnel and/or organizational goals.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Government's policies and procedures.
- Knowledge of Budget Preparation.
- Knowledge of Project Management.
- Excellent leadership and interpersonal skills.
- Strong supervisory and management skills
- Excellent computer skills (Microsoft Word, Power Point and Excel)
- Excellent problem solving and negotiation skills.
- Ability to establish positive relationships with partners, generating confidence and respect.

Minimum Required Qualification and Experience

- Masters' Degree in Sociology, Social Policy, Public Policy, Criminal Justice, Social Work or related Social Science discipline or equivalent;
- Minimum of eight (8) years' experience (at least four (4) of which should be at the Senior Management Level) in a similar work focused on community programme implementation, social justice programme delivery, project management and implementation or related fields;
- Experience in providing technical and managerial direction to a diverse team of professionals across a wide geography;

- Experience liaising with Government officials, familiarity with Jamaican Government and community cultural dynamics preferred;
- Extensive experience implementing partnership-based programmes.

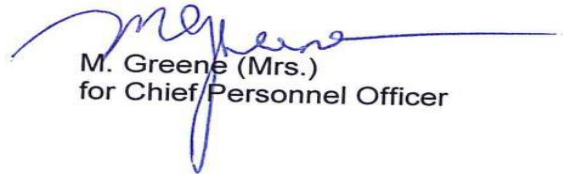
Applications accompanied by résumés should be submitted **no later than Thursday, 18th August, 2022 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer