



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 389**  
**OSC Ref. C. 6664**

**14<sup>th</sup> September, 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 following **vacant** posts in the **Ministry of Legal and Constitutional Affairs**:

1. **Senior Director, Legal Education (JLG/LO 6), Legal Education Division**, salary range \$4,929,777 – \$5,859,955 per annum and any allowance(s) attached to the post.
2. **Senior Director, Constitutional Reform (JLG/LO 6), Constitutional Reform Division** salary range \$4,929,777 – \$5,859,955 per annum and any allowance(s) attached to the post.
3. **Senior Legal Education Officer (JLG/LO 5), Legal Education Division**, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post.
4. **Senior Constitutional Reform Officer (JLG/LO 5), Constitutional Reform Division**, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post.
5. **Senior Director, Strategic Planning, Policy, Research and Performance Management (GMG/SEG 5), Strategic Planning, Policy, Research and Performance Management Division**, salary range \$3,706,560 - \$4,405,935 per annum and any allowance(s) attached to the post.
6. **Policy Analyst (GMG/SEG 3) Strategic Planning, Policy, Research and Performance Management Division**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
7. **Strategic Planner (GMG/SEG 3) Strategic Planning, Policy, Research and Performance Management Division**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
8. **Director, Corporate Communication and Public Relations (MCG/IE 5), Corporate Communication and Public Relations Unit**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

**1. Senior Director, Legal Education (JLG/LO 6)**

**Job Purpose**

Under the general direction of the Permanent Secretary, the Senior Director, Legal Education will be required to design and rollout a Public Education Programme on the Laws of Jamaica to educate technocrats and all Jamaicans on the following:

- a) The legislative process and the role of all stakeholders in the process;
- b) The laws which govern the operations of Ministries, Departments and Agencies and the need to comply with them;
- c) Administrative/Public Law requirements for the exercise of statutory functions;
- d) The Charter of Fundamental Rights and Freedoms and the role of the State in protecting people's rights;
- e) The Government's Legal and Constitutional Reform Agendas.

**Key Responsibilities**

***Management/Technical/Policy:***

- Provides vision, strategic direction and leadership for the effective running of the Legal Education Division;
- Manages and engages stakeholders;
- Manages the Budget of the Division;

- Advises the Minister and the Permanent Secretary on the direction and focus of the Legal Education Programme;
- Develops and implements an integrated Risk Management Programme that facilitates the Unit's planning, decision-making and reporting mechanisms;
- Monitors, evaluates and reviews the performance of the Legal Education Division to support the achievement of agreed performance metrics and targets and facilitates the alignment of the Division's efforts with policy objectives and Ministry mandate;
- Ensures the Division's financial activities adhere to the relevant policies, legislation and regulations (e.g. Financial Administration and Audit; Public Bodies Management and Accountability; and Access to Information Acts);
- Develops a comprehensive Legal Education Programme on the Laws of Jamaica;
- Reviews the Constitution of Jamaica and myriad pieces of legislation;
- Prepares content for inclusion in presentations to stakeholders during consultation sessions;
- Develops a Stakeholder Management and Engagement Plan;
- Drafts Cabinet Submissions and Notes;
- Attends sittings of Parliament, Joint Select Committees etc;
- Prepares and presents constitutional reform proposals to key stakeholders for the purpose of sensitizing and/or canvassing views;
- Oversees the Referendum process to facilitate Jamaica's transition from a Constitutional Monarchy to a Republic;
- Performs other duties that may be assigned.

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

- Good knowledge of Government Policy Formulation and Management.
- Excellent knowledge of Legislation, Policies, Procedures and Standards.
- Excellent planning and organization skills.
- Excellent problem solving skills.
- Excellent time management skills.
- Excellent people management and staff development skills.
- Excellent coaching and mentoring skills.
- Ability to manage conflict and foster a climate of change management.

### **Minimum Required Qualification and Experience**

- Master of Laws Degree from an accredited university;
- Legal Education Certificate awarded by the Council of Legal Education;
- Five (5) years' Constitutional Law experience;
- Five (5) years' management experience;
- Experience in stakeholder management and engagement and/or leading a similar programme would be an asset.

## **2. Senior Director, Constitutional Reform (JLG/LO 6)**

### **Job Purpose**

Under the general direction of the Permanent Secretary, the Senior Director, Constitutional Reform will be required to, inter alia, conduct research, benchmark, review Constitutional Reform Reports and other applicable literature with a view to proffering recommendations to inform/guide the reform process.

### **Key Responsibilities**

#### **Management/Technical/Policy**

- Collaborates with the Honourable Minister, Permanent Secretary and other Senior Officers to establish the strategic direction of the Constitutional Reform Directorate in support of the Government's Constitutional Reform Agenda;
- Provides vision, strategic direction and leadership for the effective running of the Constitutional Reform Unit;
- Manages the Budget of the Unit;

- Provides expert legal advice and opinion to the Honourable Minister, Permanent Secretary, Senior Officers in Ministries and other key stakeholder on collaborative thought leadership initiatives to advance Constitutional affairs and modernization needs;
- Acts as the Ministry's representative and the focal point and provides expert advice to the Constitutional Reform Committee, Legal Reform Department, Human Rights Unit and other stakeholders;
- Develops and implements an integrated Risk Management Programme that facilitates the Unit's planning, decision-making and reporting mechanisms;
- Provides oversight and ensures adherence to established laws, operating guidelines and policies governing the Unit's operations and its various Agencies;
- Monitors, evaluates and reviews the performance of the Constitutional Reform Unit to support the achievement of agreed performance metrics and targets and facilitates the alignment of the Division's efforts with policy objectives and Ministry mandate;
- Ensures the Division's financial activities adhere to the relevant policies, legislation and regulations (e.g. Financial Administration and Audit; Public Bodies Management and Accountability; and Access to Information Acts);
- Identifies gaps, ambiguities and key vulnerabilities in the Constitution (e.g. the rights of citizens) to inform and drive the development of new concepts and standards, outlining the implications for governance structures and processes;
- Reviews the Charter of Fundamental Rights and Freedoms and recommends amendments to existing provisions and/or proffer recommendations for new provisions;
- Leads in the development of a roadmap and Transition Plan that monitors and evaluates the transition from a Constitutional Monarchy to a Republic by consulting key stakeholders in the Ministry of Legal and Constitutional Affairs (MLCA) – establishing key milestones and metrics for effective implementation and enhanced accountability;
- Prepares reports and briefs for the Honourable Minister and Permanent Secretary on the monitoring and evaluation framework highlighting challenges, opportunities for modification and strategies to achieve incremental implementation of the changes to the constitutional model;
- Drafts Cabinet Submissions and Notes and Legislation Committee Submissions and Notes in accordance with established guidelines to further the MLCA's Legislative and Constitutional Reform Agendas;
- Prepares policy papers/documents proffering recommendations for amendments to pertinent legislation considering the impact and relationship with the Constitution;
- Evaluates the current legislative environment as well as those in other jurisdictions that have undergone constitutional modernization with a view to identifying fundamental issues requiring resolution in the local space and determining best practice approaches to effective constitutional reform;
- Attends Parliament in an advisory capacity whenever the Honourable Minister is piloting legislation etc;
- Liaises with the Office of the Parliamentary Counsel to ensure that drafting is done in accordance with the Ministry's instructions;
- Establishes, reviews and makes recommendations for changes to policy guidelines to maintain relevance to the strategic objectives of the Constitutional Reform Division;
- Attends Legislation Committee and Joint Select Committee Meetings and provides sound legal advice, opinion and contributions;
- Prepares and presents constitutional reform proposals to key stakeholders for the purpose of sensitizing and/or canvassing views;
- Performs other duties that may be assigned.

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

- Good knowledge of Government Policy Formulation and Management
- Excellent knowledge of Legislation, Policies, Procedures and Standards
- Excellent planning and organization skills
- Excellent problem solving skills
- Excellent time management skills
- Excellent people management and staff development skills
- Excellent coaching and mentoring skills
- Ability to manage conflict and foster a climate of change management.

### **Minimum Required Qualification and Experience**

- Master of Laws Degree from an accredited university;
- Legal Education Certificate awarded by the Council of Legal Education;
- Five (5) years' Constitutional Law experience;
- Experience in stakeholder management and engagement and/or leading the implementation of a reform project/programme and crafting legislative policy would be an asset.

### **3. Senior Legal Education Officer (JLG/LO 5)**

#### **Job Purpose**

Under the general direction of the Senior Director, Legal Education, the Senior Legal Education Officer will be required to, support the Senior Director in designing and implementing a robust Public Education Programme on the Laws of Jamaica to educate technocrats and all Jamaicans on the following: -

- a) The legislative process and the role of all stakeholders in the process;
- b) The laws which govern the operations of Ministries, Departments and Agencies and the need to comply with them;
- c) Administrative/Public Law requirements for the exercise of statutory functions;
- d) The Charter of Fundamental Rights and Freedoms and the role of the State in protecting people's rights; and
- e) The Government's Legal and Constitutional Reform Agendas.

#### **Key Responsibilities**

- Implements a comprehensive Legal Education Programme on the Laws of Jamaica;
- Reviews the Constitution of Jamaica and myriad pieces of legislation;
- Prepares content for inclusion in presentations to stakeholders during consultation sessions;
- Assists the Senior Director, Legal Education in developing a stakeholder Management and Engagement Plan;
- Convenes consultation sessions;
- Drafts Cabinet Submissions and Notes;
- Attends sittings of Parliament, Joint Select Committees, etc.;
- Assists the Senior Director, Legal Education with overseeing the referendum process to facilitate Jamaica's transition from a Constitutional Monarchy to a Republic;
- Perform other duties that may be assigned

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

#### ***Core:***

- Good oral and written communication skills
- Interpersonal skills
- Ability to maintain integrity
- Teamwork and Cooperation skills
- Ability to work on own initiative
- Adaptability
- Customer and Quality Focus

#### ***Technical/Functional:***

- Accountability
- Problem-solving
- Analytical thinking
- Analysis and evaluation
- Attention to detail
- Goal/Result oriented
- Conflict Management
- Customer and Quality Focus
- Flexibility
- Knowledge of Government Policy Formation and Management
- Knowledge Legislation, Policies Procedures and Standards
- Technical Skills/Credibility
- People Management

- Staff Development

### **Minimum Required Qualification and Experience**

#### **Education:**

- Master of Laws Degree from an accredited university
- Legal Education Certificate awarded by the Council of Legal Education

#### **Experience:**

- Three (3) years' Constitutional Law experience
- Experience in stakeholder management and engagement and/or implementing a Public Education Programme would be an asset.

## **4. Senior Constitutional Reform Officer (JLG/LO 5)**

### **Job Purpose**

Under the general direction of the Senior Director, Constitutional Reform, the Senior Constitutional Reform Officer will be required to, inter alia, conduct research, benchmark, review Constitutional Reform Reports, prepares Cabinet Submissions and Notes, reports, etc. to support the constitutional reform process.

### **Key Responsibilities**

- Reviews the Constitution of Jamaica (Including the Charter of Fundamental Rights and Freedoms) and proffers recommendations for reform;
- Provides legal advice and opinion to the Senior Director, Constitutional Reform to advance the Constitutional Reform Agenda;
- Conducts extensive research on constitutional reform approaches and experiences in other jurisdictions;
- Conducts surveys to garner critical data;
- Supports the work of the Constitutional Reform Committee;
- Assists the Senior Director, Constitutional Reform, Minister and Permanent Secretary with all the activities necessary for Jamaica to transition from a Constitutional Monarchy to a Republic within the stipulated timeframe;
- Assist the Senior Director, Constitutional Reform with the management of risks;
- Prepares reports, briefs, papers etc. for the Senior Director, Constitutional Reform, Minister and Permanent Secretary;
- Drafts Cabinet Submissions and Notes in accordance with established guidelines to advance the MLCA's Legislative and Constitutional Reform Agendas;
- Works closely with the Legal Reform Department to advance key pieces of legislation (especially those which require comments on proposals which touch and concern the Constitution);
- Provides support to the legislative review process;
- Attends Parliament in an advisory capacity whenever the Honorable Minister is piloting legislation;
- Attends Legislation Committee and joint Select Committee Meetings and provides sound legal advice, opinion and contributions;
- Prepares drafting instructions for submission to the Chief Parliamentary Counsel;
- Reads extensively to keep abreast of developments and trends in other jurisdictions;
- Performs other duties that may be assigned.

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

- Good oral and written communication skills
- Accountability
- Excellent problem-solving skills
- Interpersonal skills
- Analytical thinking
- Ability to maintain integrity
- Analysis and Evaluation
- Teamwork and cooperation
- Attention to detail
- Ability to work on own initiative
- Goals and result oriented
- Adaptability
- Conflict Management

- Customer and Quality Focus
- Flexibility
- Knowledge of Government Policy Formation and Management
- Knowledge Legislation, Policies Procedures and Standards
- Technical Skills/Credibility
- People Management
- Staff Development

#### **Minimum Required Qualification and Experience**

- Master of Laws Degree from an accredited university
- Certificate in Legal Education
- Minimum of three (3) years' Constitutional Law experience
- Experience in crafting legislative policy would be an asset

### **5. Senior Director, Strategic Planning, Policy, Research and Performance Management (GMG/SEG 5)**

#### **Job Purpose**

To direct the development, monitoring and evaluation of the Ministry's strategic planning functions; manage project development and implementation.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in the development of the Strategic direction of the Ministry;
- Leads the development and implementation of the Division's Operational Plan and Budget;
- Provides technical advice to the Permanent Secretary, Department, Agencies and other relevant personnel on planning and policy matters;
- Develops, implements and maintains policies and procedures to guide the operations of the Division;
- Oversees the establishment and maintenance of the Ministry's Data Collection and Record Management functions and ensures that all requirements under the related acts and legislations (such as Access to Information Act) are met;
- Prepares briefs, speeches and position papers for the Minister and Permanent Secretary as required;
- Collaborates with the Public Relations Division to develop a programme for the effective communication of the Ministry's policies, programmes and projects with its shareholders;
- Represents the Ministry at local and international meetings, conferences and other affair as required;
- Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Division.

##### ***Technical/Professional:***

- Creates the Planning Framework to support the Ministry's planning functions ensuring consistency with other management processes such as performance management, project management and management reporting;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of various planning functions (strategic, operational, budget) ensures the integration of these plans and their consistency with the government's strategic objective;
- Oversees the assessment of plans from Departments and Agencies for conformity with established policies and overall strategic objectives;
- Continuously scan the internal and external environment to identify opportunities for projects, which will assist the Ministry to effectively achieve its long term and short-term objectives;
- Leads the development of project proposals and collaborates with other Ministries/Agencies for Development and implementation where required;
- Establishes policies and procedures for the implementation, monitoring and evaluation of projects undertaken by the Ministry and endures reporting requirements of all stakeholders/partners are met;
- Oversees and ensures the effective management of project implementations in accordance with plan. Monitors critical paths and adopts a proactive approach to highlighting and initiating corrective action in cases of delay or any other situations which may affect the timely completion and/or achievement of project objectives.

***Human Resource:***

- Monitors and evaluates the performance of direct reports prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personnel and/or organizational goal;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Develops and implements a succession planning programme for the Division to facilitate continuity and availability of required skills and competencies to meet the need of the Division in collaboration with the Human Resource Department;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and the Ministry's goal;
- Performs other duties and responsibilities as may be determined by the Permanent Secretary from time to time.

**Required Knowledge, Skills and Competencies*****Core:***

- Good oral and written communication skills
- Interpersonal skills
- Ability to maintain integrity
- Teamwork and Cooperation
- Ability to work on own initiative
- Adaptability
- Customer and Quality Focus
- Compliance
- Time Management

***Technical/Functional:***

- Use of Technology
- Methodical
- Planning and organising
- Strategic Vision
- Problem-Solving and decision skills
- Analytical thinking
- Goal/Result-Oriented
- Leadership skills
- Technical skills
- Managing external relationship

**Minimum Required Qualification and Experience****Qualifications and Experience**

- Master's Degree in one of the following disciplines Public Policy, Public Administration, Public Sector Management or Business Management
- Five years' experience in a planning and policy environment in public or private sector

**Continuous Professional Development**

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the Industry.

**6. Policy Analyst (GMG/SEG 3)****Job Purpose**

The Policy Analyst is accountable for the provision of socio-economic analysis and exert advice and recommendations on leading issues for the Ministry's Policy Agenda for an assigned Sector.

### **Key Responsibilities**

- Provides analysis and synthesizes expert advice, based on legal, economic and social analysis for the Ministry, Minister, Ministerial Staff, the Permanent Secretary and Senior Ministry Officials on a wide range of high priority, sensitive and complex social, economic and political issues impacting the Justice Sector;
- Reviews and analyzes major policy proposals contained in Cabinet documents and other submissions originating from within the Ministry's Organizations as well as from other Government Departments advising senior officials of the important issues and problems and providing advice and recommendations on appropriate Ministry Strategic responses;
- Drafts briefing notes for the Minister on proposals/documents submitted to Cabinet Committees, including formulation of advice and recommendations for the use of the Minister;
- Researches and analyzes Cabinet documents and discussion papers and other documents impacting on economic and social policies and programmes. Identifies issues of relevance to the Justice Ministry including potential impacts on the Ministry's workload and resources and formulates advice and recommendations to Senior Management and the Director;
- Prepares briefing notes for Senior Management on various issues;
- Develops and maintains Strategic Network of contacts with other Ministry Organizations and Government Organizations as well as academic and international experts for the Legal and Constitutional Affairs Sector;
- Ensures that Policy Counsel, Directors and colleagues are aware of emerging issues of relevance to the Ministry;
- Ensures that all key areas in the Ministry are informed of any issues or Cabinet business that pertain to their mandate or areas of interest;
- Responds to ad hoc requests for information about the Legal and Constitutional Affairs Sector;
- Participates on or leads Project Teams or Inter Ministry Meetings to discuss documents, concerns and interests and facilitates consensus building for the development of recommendations and proposals.

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

- Excellent knowledge of Policy Development.
- Knowledge of Research Methodologies.
- Excellent planning and organization skills.
- Excellent problem solving and decision-making skills.
- Excellent leadership skills.
- Excellent time management skills.
- Must be goal/result oriented.

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree from a recognized university with specialization in Economics, Sociology, Law, Political Science or a relevant justice related specialization;
- At least three (3) years of experience conducting research and analysis or conducting statistical and/or quantitative economic analysis;
- Experience in researching, analyzing, synthesizing and interpreting justice issues or data to provide recommendations;
- Experience using statistical software (examples: Excel, SPSS, SAS etc.) to perform statistical analysis.

## **7. Strategic Planner (GMG/SEG 3)**

### **Job Purpose**

Under the direct supervision of the Director Strategic Planning, Policy, Research and Performance Management, the Corporate Planner co-ordinate the planning processes to facilitate the development of the Ministry's strategies and implementation of policies in response to the Mission, Vision and Strategic objectives.



The Corporate Planner is responsible for establishing and maintaining a system for integrating the Corporate, Operational Planning through the Performance Monitoring and Evaluation System across the Ministry of Justice and ensures that the Ministry's Corporate and Operational Plans and Budgets are delivered to the required quality and time standards.

### **Key Responsibilities**

- Facilitates in collaboration with the Management Team of the Ministry, its Departments and Agencies, integrated Corporate Plans and programmes in accordance with Government directives, priorities and the Ministry's priority policies, programmes and initiatives;
- Ensures that the Ministry's Corporate Plan and Annual Operational Plan are communicated to the Division/Unit Heads throughout the Ministry, its Departments and Agencies;
- Advises the Permanent Secretary on matters relating to the Ministry's Corporate Plan;
- Assist the Ministry's Departments and Agencies with the preparation of their Corporate Plans to be in harmony with that of the Ministry;
- Advises on the monitoring and evaluation processes of the Ministry's performance against the corporate targets, as well as monitoring the Corporate Planning Process within the Ministry and its Departments and Agencies;
- Advises on the establishment of time frame, performance indicators and target for programmes and activities that are specific, measurable and realistic;
- Analyzes statistical and other information relating to the internal and external environment and ensures relevant application in the preparation of the Corporate Plan;
- Develops performance indicators to measure and reports on the effectiveness of the Corporate Plan;
- Co-ordinates and prepares the Quarterly Performance Reports of the Ministry's Departments and Agencies;
- Facilitates the implementation of the Corporate Planning and Evaluation processes in the Ministry;
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving corporate objectives;
- Prepares and submits reports as requested;
- Undertakes any other required duties that reasonably fall within the remit of the post.

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

- Good knowledge of the Performance Monitoring and Evaluation Systems (PMES)
- Thorough knowledge, experience and familiarity with corporate/strategic planning
- Ability to establish mechanisms to ensure suitable performance improvement initiatives
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent problem solving, decision-making and analytical thinking skills
- Excellent leadership skills.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree: Management Studies or Public Administration. Postgraduate degree in relevant field would be an asset;
- Training in Strategic Management and/or Project Planning
- Three (3) years' experience in Corporate and Operational Planning and Programme Evaluation.

## **8. Director, Corporate Communication and Public Relations (MCG/IE 5)**

### **Job Purpose**

To develop and maintain a Corporate Communications Programme, to promote and enhance the public image and corporate identity of the Ministry, to promote healthy lifestyle and maintain a co-ordinated system of promotional publications.

This position is also responsible for monitoring and analyzing public opinion on the Ministry as well as to administer the Ministry's Internal Communications Programme.

### **Key Responsibilities**

#### ***Technical:***

- Plans and supervises the production of educational material;
- Liaises with Head of Departments and Agencies to prepare stories and features for the Ministry of Legal and Constitutional Affairs' Newsletter;
- Disseminates information on the Ministry's programmes and policies to both internal and external customers;
- Prepares written reports on relevant issues and problems for the information of the Minister and the Permanent Secretary.

#### ***Management/Administrative:***

- Liaises with the Office of the Minister and Permanent Secretary to ensure adequate co-ordination of coverage of event, which they attend;
- Liaises with the Jamaica Information Service and other Media Houses to ensure coverage of the Ministry's activities;
- Ensures print payment files are prepared and processed and followed up to ensure that clients are paid;
- Formulates and implements internal and external communications, policies and strategies for the Ministry of Legal and Constitutional Affairs, its Departments and Agencies, to include elements of Public/Media Relations, Promotion and Employee Communications;
- Participates actively in task forces, committees and corporate activities to identify and help with the resolution of Organization wide concerns;
- Co-ordinates and manages the Operational Plan and Budget for the Public Relations and Communication Unit;
- Maintains expenses within established budgetary limits to help secure the Organization financial position;
- Provides communication leadership, advice and support to all programmes undertaken by the Ministry and its Departments;
- Manages the ongoing development of key communications tools including the Ministry's Website. Functions as Chairperson for the Website Committee;
- Develops and maintains networking relationships with appropriate associates and colleagues by participating in local and international Organizations to gain information useful to achieving divisional and corporate goals;
- Participates in the quarterly and annual Performance Review to assess the achievements of the Ministry of Legal and Constitutional Affairs;
- Prepares routine and special reports and submits to the Permanent Secretary on a timely basis.

#### ***External Communication:***

- Develops and maintains a Corporate Communications Programme that is consistent with the strategic direction of the Ministry of Legal and Constitutional Affairs;
- Advises the Minister, as well as the Permanent Secretary of public relations opportunities and questions, recommends courses of action;
- Provides presentation support including speech-writing and presentation on training;
- Develops and maintains a working relationship with Jamaica Information Service and the Media and assists all Departments and Agencies of the Ministry in placing news, features and technical articles in the media;
- Collaborates with Executive Management in the Ministry to devise strategies to increase the level of awareness on Justice issues and to change negative attitudes and behavior patterns;
- Establishes linkage with NGOs and other community based organisations so that Legal and Constitutional Affairs promotion initiative reach all sectors of the society;
- Identifies opportunities for the public presentation by technical and management staff on issues pertaining to Legal and Constitutional Affairs.
- Co-ordinates all information emanating from the Ministry and serves as the primary spokesperson for the Ministry, especially in matters involving the media;
- Oversees the planning and direction of special events and exhibitions as appropriate, to inform the Public Justice Issues and Programmes undertaken by the Ministry. Ensures that stakeholder concerns are considered;
- Provides leadership and direction to the production and dissemination of Publications on Justice. Provides consultation to other Units and Departments regarding the use of technical consultants, photographers etc.

***Employee Communications:***

- Plans and evaluates a comprehensive Employee Communications Programme;
- Uses a variety of methods including print, electronic and face-to face communication methods to communicate corporate vision, mission values goals and activities to employee and to communicate appropriate information about external influences;
- Ensures that employees have access to a variety of methods to provide feedback to management on issues affecting them and the Ministry.
- Uses communication programmes to encourage and support employees in community activities.

***Human Resource:***

- Instructs and orients staff in the programmes and procedures as well as Unit's Mission and goals to ensure compliance and delivery of quality service to internal and external customers;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to organizational goals;
- Develops staff line with organizational goals to deliver effective Legal and Constitutional Affairs promotion and communication service;
- Monitors and evaluates the performance of direct reports and conducts Performance Appraisals;
- Manages the welfare and development of direct reports through the recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidelines to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Unit;
- Ensures that staff is aware of and adhere to policies, procedures and regulation of the Division and the Ministry.

***Other:***

- Keeps skills and practice up-to-date in line with best practice and professional standards;
- Performs other related duties as may be assigned by the Permanent Secretary.

**Required Knowledge, Skills and Competencies**

- Good knowledge of the Performance Monitoring and Evaluation Systems (PMES).
- Thorough knowledge, experience and familiarity with corporate/strategic planning.
- Ability to establish mechanisms to ensure suitable performance improvement initiatives.
- Excellent planning and organizing skills.
- Excellent oral and written communication skills.
- Excellent time management skills.
- Excellent problem solving, decision-making and analytical thinking skills.
- Excellent leadership skills.

**Minimum Required Qualification and Experience****(a) Specific knowledge (however acquired) required to start:**

- Specialized knowledge in Public Relations and Communication

**(b) Qualifications and Experience**

- Master's Degree in Mass Communications or Journalism plus,
- Eight (8) years' experience in Corporate Communication, Public Relations or the media, with at least four (4) years at the management level.

**(c) Continuous Professional Development**

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the Industry.

**Specific Conditions Associated with the Job**

- Typical working environment, no adverse working conditions;
- Late nights and weekends;

- 24 hour call.

Applications accompanied by résumés should be submitted **no later than Tuesday, 27<sup>th</sup> September, 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.**

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer