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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. **Chief Technical Director, Justice Policy and Governance (GMG/CTD 1) – (Vacant) – Justice and Governance Division**, salary range \$8,948,789 - \$12,035,126 per annum.
2. **Senior Director, Project Management and Technical Services (GMG/SEG 5) – (Vacant) – Project Management and Technical Services Division**, salary range \$6,028,127 - \$8,107,161 per annum.
3. **Senior Director, Information and Communications Technology (MIS/IT 8) – (Vacant) – Information and Communications Technology Branch, Corporate Services Division**, salary range \$6,028,127 - \$8,107,161 per annum.
4. **Senior Director, Enterprise Risk Management (GMG/SEG 4) – (Vacant) – Executive Office**, salary range \$4,947,565 - \$6,653,925 per annum.
5. **Manager, ICT Infrastructure and Technical Support (MIS/IT 7) – (Vacant) – Information and Communications Technology Branch, Corporate Services Division**, salary range \$4,947,565 - \$6,653,925 per annum.
6. **Director, Human Resource Management (GMG/SEG 3) – (Not Vacant) – Human Resource Management and Development Branch, Corporate Services Division**, salary range \$4,060,697 - \$5,461,186 per annum.
7. **Director, Performance Management and Appraisal (GMG/SEG 2) – (Vacant) – Human Resource Management and Development Branch, Corporate Services Division**, salary range \$3,332,803 - \$4,482,249 per annum.
8. **Safety and Security Management Officer (GMG/AM 4) – (Vacant) – Safety and Security Branch, Corporate Services Division**, salary range \$2,190,302 - \$2,945,712 per annum.
9. **Executive Secretary 2 (OPS/SS 5) – (Not Vacant) – Executive Office**, salary range \$2,190,302 - \$2,945,712 per annum.
10. **Executive Secretary 1 (OPS/SS 4) – (Vacant) – Executive Office**, salary range \$1,753,837 - \$2,358,715 per annum.

1. **Chief Technical Director, Justice Policy and Governance (GMG/CTD 1)**

Job Purpose

The Ministry of Justice provides the legal and policy framework within which justice services are efficiently and effectively delivered to all. Within this context, the Chief Technical Director (CTD), Justice Policy and Governance, is accountable for:

- The development of integrated, strategic, innovative and responsive policy to guide the Ministry in its leadership role for the Jamaican Justice System;
- Ensuring extensive national and international policy consultations;
- Providing strategic guidance and advice to ensure a coherent Justice Policy and legislative agenda concerning Criminal, Family and Public Law in Jamaica.

The incumbent provides the creative and intellectual focal point to ensure the development of long-and short-term Ministry policy agendas by identifying, prioritizing and integrating

legal-based issues of concern to society at large and is the focal point for communication between the Ministry and the Ministry of Finance and the Public Service (MOFPS) and the Office of the Cabinet, with respect to Corporate Policy, Ministry of Finance and the Public Service's Submissions, management practices and reporting.

Key Responsibilities

Management/Administrative:

- Manages the execution of policies, strategies and action plans, in accordance with the current institutional framework and the existing legislation and Government Plans and Strategies;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Oversees the reviewing of policies to determine effectiveness and relevance and makes recommendation, where necessary, to ensure alignment with the Ministry's Strategic Objectives;
- Works with 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;
- Manages the implementation of all Cabinet Decisions/Submissions to ensure that policy objectives and targets are being met and kept within Budget and within the agreed timelines;
- Plays a critical role as principal advisor to the Permanent Secretary, the Minister and Senior Management Team and Committees, on all aspects of resource management policies, priorities, Strategic Objectives and proposals concerning the administration of justice in Jamaica;
- Represents the Ministry at local, regional and international conventions, workshops and meetings on policy issues, as agreed with the Permanent Secretary;
- Ensures that all required processes, systems and controls, are in place within the Policy Directorate, to enable achievement of its objectives, effectively and efficiently;
- Ensures that appropriate communication and knowledge management systems are in place within the Policy Directorate to facilitate the sharing of relevant information in an accurate and timely manner;
- Prepares and manages the Budget of the Unit and ensures the effective and efficient use of resources.

Technical/Functional:

- Leads the creation of the overall planning framework and advises Ministry Managers and the Permanent Secretary on policy planning, ensuring the setting of strategic direction for the Ministry in support of the Government's justice priorities;
- Leads and oversees the provision of qualitative and socio-economic forecasts and analysis of external variable of strategic importance to the Ministry and integrates these into the Ministry's strategic, multi-year operational and financial planning processes;
- Ensures the integration of all policy support services, including the research and analysis of legal, social and economic factors to ensure a comprehensive and integrated approach to policy development in the Ministry;
- Contributes to, and ensures effective co-ordination of the formulation and implementation of policies, ensuring adequate analysis of the financial, economic and social benefits of policy recommendations;
- Assesses and ensures the strategic congruence of the various Ministry plans (Strategic Operational, Budget) with the Government's Strategic Objectives;
- Forecasts and analyzes external variables of strategic importance to the Ministry and uses the information gleaned to improve the planning process and ultimately, the Ministry's plans (Strategic, Operational, Budget);
- Leads the process to develop implement and maintain monitoring and evaluation framework for the Ministry and its Agencies;
- Ensures that the Strategic Business and Operational Plans of the Ministry and its Departments and Agencies are in alignment with the Vision 2030 framework and any other short, medium and long-term policy documents;
- Prepares Ministry Papers and Submissions to high level Committees involved in the formulation of national policies.

Human Resource Management:

- 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 attain established organizational goals;
- Participates in the recruitment of staff for the Ministry/Agencies and recommends

transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;

- Provides day-to-day leadership and direction in the development and continual performance improvement of the Unit; oversees and manages the Unit's activities and operations;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment among the employees within the Ministry, its Departments and Agencies and in particular those of the Justice Policy and Governance Division.

Required Knowledge, Skills and Competencies

Core:

- Sound knowledge of the Justice System of Jamaica
- Excellent oral and written communication skills
- Strong leadership and strategic vision
- Excellent problem-solving and Decision-making skills
- Demonstrable change management skills

Technical:

- Demonstrable competence in Public Policy Formulation, Implementation and Administration, including Strategic Planning, Performance Monitoring and Evaluation and Projects Management
- Proven ability to analyse and interpret information for decision making
- Proven ability to prioritise amongst conflicting demands and makes rational decisions based upon a sound understanding of the facts
- Comprehensive knowledge of the general operations of the machinery of the Government, the role, function and operations of the Office of the Cabinet and Houses of Parliament
- Excellent understanding of the policy areas covered by the Ministry's Directorate and portfolio Departments and Agencies

Minimum Required Qualification and Experience

- Masters' Degree from a recognized University, with an acceptable specialization in Management, Social Policy, Economics, Public Administration, or closely related field;
- Five (5) years of post-qualification experience in a senior management position in Government or a large private company;
- Five (5) years' experience in a senior policy management or policy advisory role;
- Training in Leadership and Project Management would be an asset.

2. Senior Director, Project Management and Technical Services (GMG/SEG 5)

Job Purpose

Under the direct supervision of the Permanent Secretary, the Senior Director, Project Management and Technical Services, exercises the responsibility for the co-ordination, leadership and management of the Project Management and Technical Services Division.

The Senior Director has responsibility for the direction, development, execution, monitoring and evaluation of the Capital Works and Institutional Projects in the MOJ, as well as for the development of all special programmes to support the Ministry in the pursuit of its reform agenda.

Key Responsibilities

Management/Administrative:

- Provides technical advice on project development, the entire spectrum of project management and the technical services function to the Minister, Permanent Secretary and other relevant stakeholders;
- Leads the development of the strategic direction of projects and project management in the Justice Sector;
- Develops, implements and maintains policies, procedures and methodologies to guide the operations of the Division;

- Manages and tracks project budgets, forecasts, schedules and costs;
- Collaborates with the Court Administration Division and the Judiciary to establish and maintain an effective consultative mechanism to ensure participatory planning, monitoring and execution of all projects that require the input of the Courts;
- Develops control mechanisms, performance measures and standard procedures for all activities of the Division to ensure efficient use of resources within Government's regulation and guidelines, and ensuring value for money;
- Works closely with cross-functional groups including internal and external stakeholders to plan, design, develop and deliver project management systems and solutions for the Ministry's projects;
- Oversees and provides guidance on projects to staff;
- Prepares Budget, Strategic, Divisional, Operational and Individual Work Plans for the Division;
- Prepares and submits Specialized and Management Reports, as required.

Technical/Professional:

- Creates a strategic framework for the development of a project management culture or way of doing business in the Ministry of Justice;
- Leads the development of sound project management methodologies to guide the seamless execution of construction and institutional projects;
- Establishes an effective co-ordination mechanism to ensure collaboration and complementary working together for the execution of Capital A and B Projects;
- Forecasts and analyzes external variables and risks of strategic importance to the Ministry's priority projects and implements mitigation strategies;
- Manages and monitors the development of capital and institutional projects;
- Establishes operational policies and procedures for the implementation, monitoring and evaluation of projects undertaken by the Ministry and ensures that the reporting requirements of all stakeholders/partners are met;
- Advises the Permanent Secretary on the implementation status of all projects, at regular intervals;
- Prepares specialized reports for Funding Agencies, the Permanent Secretary, the Political Directorate, other Divisions of the Ministry and other Government Agencies to facilitate Project Review Meetings and provide updates.

Human Resource:

- Develops and manages the performance of the Project Management Branch and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action, where necessary, to improve performance;
- Promotes the building of institutional knowledge for the Project Management Branch by ensuring that established systems and procedures are documented and disseminated;
- Coaches and mentors staff in the Project Management and Technical Services Division;
- Ensures staff adheres to the policies and procedures of the Ministry and the Branch;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government of Jamaica's Procurement Policy and Procedures
- Sound knowledge of Government of Jamaica's Guidelines
- Sound knowledge of the Justice System of Jamaica
- In-depth knowledge of the Project Cycle
- In-depth knowledge of Government's Financial and Budgetary Systems
- Knowledge of the general requirements of Multi-lateral Lending Agencies
- Expertise in the application of Project Management techniques and tools

Minimum Required Qualification and Experience

- Post Graduate Degree in Architecture, Quantity Surveying; Civil/Structural Engineering, Construction Management or Urban and Regional Planning/Built Environment or related area;
- Training/Certification in Project Management;

- Seven (7) years related experience, three (3) years of which should be in a senior management capacity in an organization involved in developmental activities;

OR

- Post Graduate Degree in Management Studies, General Management or related area;
- Diploma/Associate Degree in Architecture, Quantity Surveying, Civil/Structural Engineering, Construction Management, Urban and Regional Planning/Built Environment or related area;
- Training/Certification in Project Management.

3. Senior Director, Information and Communications Technology (MIS/IT 8)

Job Purpose

Under the leadership and direction of the Principal Director, Corporate Services, the Senior Director, Information and Communications Technology (ICT), is primarily responsible for driving the day-to-day functional delivery of ICT services, programmes and people that reflect contemporary best practice and achieve optimal outcomes for the Ministry of Justice's strategic operational and business requirements. This role will also be accountable for design and delivery of high-quality analytics and business intelligence geared at supporting the core, functional and subjects of the MOJ. The role provides oversight to the data information solutions to guide/evaluate the planning proposals, manages the data function and leads modelling to provide insights in the MOJ attaining its Vision in becoming the regional leader in facilitating effective access to justice for all.

Key Responsibilities

Technical/Professional:

- Develops, implements, reviews, evaluates and reports on the MOJ's ICT strategic, business and operating plans and associated projects, ensuring alignment with the strategic directions of the organisation;
- Leads in the design, implementation and review of data analytics approaches that enable the business to have increased control over operational and executive reporting, and data analytics and insights to drive business reforms;
- Leads the delivery of high-quality ICT services across the MOJ and its subjects to provide optimal levels of support for the key operational requirements;
- Identifies and defines specific ICT business requirements, in collaboration with Senior Executives, Directors, Managers, clients across the MOJ/Subjects, ICT Authority and third-party stakeholders, to develop tailored ICT solutions;
- Drives the implementation and delivery of new systems, technologies and services to deliver innovative and flexible ICT solutions that achieve business requirements;
- Identifies and addresses complex ICT service delivery issues and alternative solutions based on well considered and balanced assessment of the facts and consequences;
- Drives ongoing analysis and review of ICT service delivery to identify opportunities to improve and enhance the services for the organisation;
- Manages client expectations and delivery outcomes to agreed targets and timeframes;
- Drives the development of Standard Operating Procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users;
- Leads the development and implementation of all ICT policies and procedures, including those for architecture, security, disaster recovery, ICT reliability, standards, ICT purchasing and service provision;
- Leads the deployment, monitoring, maintenance, development, upgrade and support of all ICT systems, including servers, PCs, operating systems, telephones, software applications and peripherals;
- Provides expertise and support during systems upgrades, installations, conversions and file maintenance;
- Ensures the creation and maintenance of all written documentation, including system and user manuals, licence agreements and documentation of modifications and upgrades;
- Negotiates and administers vendor, outsourcer and consultant contracts and service agreements.

Management/Administrative:

- Prepares and submits Performance and other reports relating to the achievement of targets for the Ministry and its Agencies, as required and ensures timely submission of all documents/information requested from the Branch;
- Prepares reports and project documents as required;

- Prepares and delivers ICT presentations as needed;
- Supports and maintains Customer Service principles, standards and measurements.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics and integrity;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning, organizing, judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- In-depth knowledge of ICT principles and techniques
- Sound knowledge of Systems Networking, Hardware Engineering and Database Management
- Sound knowledge of standards and procedures in the development and implementation of ICT systems
- Sound knowledge of the local and international ICT systems environment, including standards, practices and trends
- Sound knowledge of Project Management principles and practices
- Expert knowledge of the Government of Jamaica's legislative arrangements or policy guidelines underpinning the ICT functioning
- Good Knowledge of GOJ's ICT Systems (existing and emerging)

Minimum Required Qualification and Experience

- Master's Degree in Computing, Computer Science, Management Information Systems, Information and Communications Technology, Business Administration with Information Systems/ICT, or a related discipline;
- Certification in Change Management or Leadership;
- Five (5) years' experience in an ICT management environment in a large organisation, three (3) years of which should be in a senior management capacity;

OR

- Bachelor's Degree in Computing, Computer Science, Management Information Systems, Information and Communications Technology, Business Administration with Information Systems/ICT, or a related discipline;
- Certification in Change Management or Leadership;
- Seven (7) years' experience in an ICT management environment in a large organisation, five (5) years of which should be in a senior management capacity.

4. Senior Director, Enterprise Risk Management (GMG/SEG 4)

Job Purpose

Under the general direction of the Permanent Secretary, the Senior Director, Enterprise Risk Management, is responsible for establishing and managing the Ministry's Enterprise Risk Management framework and programmes, in accordance with the GOJ's Risk Policies and Guidelines. He/She will lead the investigation, analysis, assessment of risk, and the design and implementation of strategies and processes, which mitigate threats to the successful delivery of the organisation's Corporate and Business Plans and desired outcomes.

Key Responsibilities

Technical/Professional:

- Establishes, implements and leads the Ministry's and its subjects' Enterprise Risk Management Plan, Policy and Strategy;
- Guides the development and implementation of a Risk-based Performance Management Framework to achieve the ultimate mission of the Ministry and its subjects;
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the Enterprise Risk Management Strategy;
- Identifies legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Assembles and analyzes risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Evaluates, monitors and reports on divisional performance to improve the Ministry's Risk Profile;
- Develops and implements mechanisms to support the Executive Management Team on embedding a risk management planning and risk aware culture;
- Establishes and quantifies the Ministry's risk appetite and ensures risk approach adheres accordingly;
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding for the Ministry's risk exposure;
- Establishes and implements a Strategic and Operational Risk Register to record, rate, monitor and report risk;
- Oversees the conduct of regular risk assessments and preparation of all documentation related to risk assessment, and reviews of Standard Operating Procedures, ensuring that recommended improvements are fully implemented;
- Produces regular Risk Analysis Reports to the Permanent Secretary and Senior Executives, complete with actionable plans, for avoidance or prevention of possible threats at all levels;
- Drives initiatives that support enhanced efficiency and effectiveness in all risk processes;
- Reviews risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates KRIs and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Reviews and assesses regularly, the Risk Management Policy, Strategic and Operational Risk Registers, to ensure that regulatory compliance and effective risk management is maintained;
- Develops, implements and maintains insurance strategies and financing techniques to appropriately deal with any unanticipated losses;
- Keeps Senior Executives informed of regulatory, legislative and best practices changes and their obligations under these changes, as well as how they impact the Ministry;
- Works closely with key stakeholders to understand the business requirement for projects;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management;
- Guides the development and implementation risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives.

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to the Permanent Secretary and Senior Executives and other relevant stakeholders;

- Supports and maintains Customer Service principles, standards and measurements.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning and organizing skills

Technical:

- In-depth understanding of Enterprise Risk Management frameworks and tools
- Proven ability to demonstrate a broad technical knowledge and expertise covering conduct of business matters, Corporate governance matters and regulatory risk and regulatory change matters
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Public Administration, Business Administration, or a related discipline;
- Specialized training in Risk Management;
- Four (4) years related experience, two (2) years of which should be in a Risk Management role;

OR

- Bachelor's Degree in Management Studies, Public Administration, Business Administration, or a related discipline;
- Specialized training in Risk Management;
- Six (6) years related experience, three (3) years of which should be in a Risk Management role.

5. Manager, ICT Infrastructure and Technical Support (MIS/IT 7)

Job Purpose

Under the leadership and direction of the Senior Director, ICT, the Manager, ICT Infrastructure and Technical Support, is responsible for delivering an effective, secure and resilient ICT infrastructure that supports the MOJ's (and its subjects) organisational requirements, through the provision of Voice and Data Networks and ICT equipment, including Servers, PCs, phones, printers and mobile devices.

Key Responsibilities

Technical/Professional:

- Assists the Senior Director, ICT, in the development and implementation of the ICT strategy, plans and policies as a senior staff of the ICT Team;

- Manages the design and implements short and long term plans to ensure the ICT infrastructure meets existing and future capacity and capability requirements of the MOJ and its subjects;
- Manages the development, implementation and maintenance of policies, procedures for network administration in the MOJ and its subjects;
- Develops, implements, manages and maintains the ICT infrastructure including LANs, WANs, wireless networks, server routers, switches, UPSs and network configuration, accessibility, connectivity and backup in the MOJ and its subjects;
- Manages Hardware Asset Register detailing ICT equipment used by the MOJ and subjects, and identifies, analyzes and manages associated information risks;
- Develops procedures and associated implementation, testing and training plans for infrastructure administration;
- Drives the creation and maintenance of documentation concerning network configuration, network mapping, processes and service records;
- Partners with the Manager, Business Process and Applications Development, on the design, implementation and maintenance of Data Management Systems and other productivity and business solutions;
- Partners with the Manager, ICT Security, on ensuring compliance with internal and external information security requirements;
- Maintains awareness of latest cyber-security threats and confers with the Senior Director, ICT and Manager, ICT Security, on measures to be implemented to minimize risk to information assets;
- Ensures ICT Systems are secure and resilient, carrying out proactive maintenance (e.g. patching) and ensuring that processes and configurations are clearly documented;
- Designs, implements and monitors mechanisms to ensure that the ICT Service/Help Desk operates efficiently and effectively, providing technical support to users/clients as required;
- Designs, implements and frequently evaluates business continuity measures, such as disaster recovery plans for critical systems and telephony;
- Manages the technical aspects of ICT Infrastructure Projects, by preparing business cases, project documents and Budgets;
- Manages effective relationships with key stakeholders and suppliers to secure best value for ICT goods and services and to encourage innovative ideas to be adopted;
- Uses data to identify trends and common issues and takes appropriate actions to prevent or reduce the impact of issues;
- Monitors and tests network performance and provides network performance statistics and reports.

Management/Administrative:

- Supervises preparation of reports to Senior Director, ICT, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Supports and maintains customer service principles, standards and measurements.

Human Resource:

- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Sound knowledge of LAN, WAN and WLAN design and implementation
- Good Knowledge of network capacity planning, network security principles and general

network management best practices

- Good knowledge of core routing and switching design principles, best practice and related technologies
- Good Working technical knowledge of current network hardware, protocols, and Internet standards, including routers, switches, firewalls, remote access, DNS, VLAN, DSL, and Ethernet
- Excellent hardware troubleshooting experience and network monitoring and analysis software
- Good Knowledge about testing tools and procedures for voice and data circuits
- Sound knowledge in defining organisational information security requirements
- Ability to identify and analyse information security risks
- Sound knowledge of user access control system to prevent unauthorised access, modification, manipulation etc.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Sound knowledge of standards and procedures in the development and implementation of ICT systems
- Sound knowledge of the local and international ICT systems environment, including standards, practices and trends
- Ability to manage a range of projects types and complex business initiatives and change programmes
- Good knowledge of GOJ ICT Systems (existing and emerging)
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Computing, Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline;
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification or related Networking certification;
- Five (5) years related experience, three (3) years of which should be in an ICT Security/Protection role and in a supervisory capacity.

6. Director, Human Resource Management (GMG/SEG 2)

Job Purpose

Under the direction of the Senior Director – Human Resource Management and Development, the Director – Human Resource Management is primarily responsible for strategically partnering with key business process holders in the MOJ and its subjects in directing the Human Resource planning mechanisms, people retention and employee relations functions.

Key Responsibilities

Technical/Professional:

- Directs the Human Resource planning and talent management mechanisms of the MOJ by identifying current workforce supply, determining the future of the workforce, balancing between labour supply and demand, in line with the Ministries goals;
- Directs the recruitment and selection processes of staff within the MOJ in keeping with Human Resource plans and strategies;
- Directs the designing, reviewing/modification of tools and instruments geared at supporting the recruitment and selection processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Reviews and presents submissions to the Senior Director - HRM&D for presentation at the Human Resource Executive/Management Committees (HRMC & HREC) on matters relating permanent and acting appointments, transfers, secondments, discipline and related matters;

- Directs the management of employee relations, benefits administration and wellbeing processes for staff within the MOJ, to include leave management (vacation, study, special, maternity, employee assistance etc.), loans, duty concessions, refunds, etc.;
- Guides the management of HRM informatics and compiles statistical reports concerning people management data such as new recruits, acting assignments, transfers, and related matters;
- Participates in the formulation and execution of HR policies, plans and procedures regarding recruitment;
- Develops and maintains records management systems geared at safeguarding staff files/information and generating accurate staff listing for the MOJ at any given time;
- Provides and contributes to training sessions on Human Resource policies and procedures;
- Prepares and reviews Reports/Submissions in relation to grievance and disciplinary issues for submission to the appropriate Committee;
- Assists with the co-ordination and conducts the MOJ's Onboarding and Orientation Programmes by developing schedules, co-ordinating logistics and any other related duties to foster positive attitude toward the Organization's objectives;
- Provides current and prospective employees with information about GOJ HR policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits;
- Collaborates with the Senior Director, HRM&D and relevant stakeholders in addressing Industrial/Labour Relations challenges to ensure the maintenance of a harmonious working environment.

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Principal Director, Corporate Services, Permanent Secretary, Senior Executives and other relevant stakeholders.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of HRM&D/People Principles and Techniques, including Recruitment, Manpower planning Benefits Administration
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example the Staff Orders for the Public Service, the Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource; Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Management environment in a large organisation, with at least three (3) years in a middle management capacity.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

7. Director, Performance Management and Appraisal (GMG/SEG 2)

Job Purpose

Under the general leadership and direction of the Senior Director - Human Resource Management and Development, the Director - Performance Management and Appraisal Systems (GMG/SEG 2) is responsible for working collaboratively with all internal stakeholders (Line Managers, Staff and Strategic Planning Section) to support the development, maintenance, monitoring of the Performance Management and Appraisal Systems (PMAS), within the Ministry and manages the Rewards and Recognition Programme.

Key Responsibilities

Technical/Professional:

- Implements a performance management and improvement framework for the Ministry of Justice, that leads to the proper alignment of Individual Work Plans with the Divisional Strategic Business Plans to facilitate an increase in organizational effectiveness and efficiency;
- Develops and maintains customized PMAS Manuals, templates, forms, policies and procedures for the Ministry, in keeping with GOJ Guidelines, PMAS. Guides employees in the application of the Ministry's Performance Appraisal Manual;
- Reviews and assesses the PMAS with a view to identify weakness and develop appropriate solutions;
- Provides accurate and focus driven reports in relation to assessments conducted to improve systems;
- Co-ordinates performance management and quality improvement capacity building for all levels of employees;
- Designs and conducts PMAS Sensitization Sessions within the Ministry, ensuring knowledge and importance of the PMAS;
- Collaborates with Strategic Planning Branch in the MoJ and MLCA to develop an Annual Work Plan for the oversight of the operation of the PMAS in the Ministry;
- Examines the Performance Management and Appraisal Systems to determine systematic weaknesses e.g. subjectivity, lack of proper measurement tools, as well as activities that do not add value to the process by:
 - ✓ Conducting interviews with staff
 - ✓ Reviewing the Ministry's Strategic Business Plans
 - ✓ Administering questionnaires
 - ✓ Reviewing previous reports
- Conducts analyses of the data to obtain full understanding of the issues;
- Formulates recommendations/solutions to reflect process improvement efforts;
- Promotes the use of technology and other resources to enhance efficient and effective administration of the PMAS and the accomplishment of major targets and objectives;
- Presents findings and recommendations to Divisional Heads and Senior Managers;
- Prepares comprehensive PMAS Compliance Reports;
- Executes PMAS related change management initiatives in collaboration with other stakeholders;
- Participates in the Corporate and Operational Planning activities of the Ministry to gain a full understanding of the Mission and Objectives so as to inform the activities of the

HRM&D Branch in providing guidance to Line Managers and staff in completing their Individual Work Plans and other related requirements of the PMAS;

- Reviews the Work Plans and Performance Reports for the staff of the Ministry and ensures that Work Plans are properly prepared and reflect measurable performance indicators as well as align to Divisional Plans;
- Monitors and evaluates on the Ministry's Performance Management and Appraisal Systems to discern achievements and weaknesses; develops attendant reports to aid decision making;
- Leads in the development and maintenance of an organisation-wide Competency Framework to support Performance Management, recruitment, and selection, and reinforce the Ministry's core values;
- Reviews Divisional Operational/Corporate Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Provides feedback to Divisional Heads and recommends areas for improvements as it relates to Performance Management;
- Reviews and advises the Director HRM&D on the implementation of remedial and corrective action to address poor performance;
- Reviews and addresses all PMAS grievance that may arise;
- Recommends PMAS corrective action and related procedures specific to situations that may arise;
- Recommends approaches to the execution of PMAS interventions;
- Develops customized PMAS material for employee Orientation Session;
- Provides training in collaboration with HRD Section for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Provides guidance and information on PMAS related issues to all staff including managers and supervisors;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Designs and implements mechanisms that ensures eligible staff for an increment/award is identified, and the relevant personnel notified in the stipulated timeframe;
- Monitors, evaluates and enhances the current reward and recognition programmes for the Ministry;
- Generates the relevant reports that will facilitate employee increment payment, development and recognition;
- Plans and co-ordinates the arrangement of recognition and reward activities/events for the Ministry.

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Principal Director, Corporate Services, Permanent Secretary, Senior Executives and other relevant stakeholders.

Human Resource:

- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Maintains Customer Service principles, standards and measurements.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Proficiency in the use of relevant computer applications

Technical:

- Good Knowledge of Performance Management and Appraisal Systems
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Management environment with at least two (2) years in Performance Management.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

8. Safety and Security Management Officer (GMG/AM 4)

Job Purpose

Under the leadership and direction of the Director - Safety and Security Management, the Safety and Security Management Officer (GMG/AM 4) will support the development of policies, programmes, and initiatives for continuous improvement around safety, security and crisis/emergency management, designed to safeguard people, assets and mitigate risk throughout the organisation.

Key Responsibilities

Technical/Professional:

- Co-ordinates security and safety activities to safeguard Ministry assets, employees, guests, or others on Ministry's property;
- Analyzes and evaluates safety and security operations to identify risks or opportunities for improvement;
- Researches and creates or implements safety and security standards, policies and regulations;
- Conducts physical examinations of property to ensure compliance with Safety and Security policies and regulations;
- Collects and analyzes Safety and Security Data to determine security needs, security programme goals or programme accomplishments;
- Writes security related documents such as incident reports and tactical or strategic initiatives;
- Trains staff in safety and security rules and practices;
- Co-ordinates safety and security operations or activities with law enforcement, fire and other Agencies;
- Assists in the co-ordination of Disaster and Emergency Management interventions;
- Responds to medical and other emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures;
- Prepares reports or make presentations on internal investigations, losses, or violations of regulations, policies and procedures; and other relevant matters;
- Identifies, investigates, or resolves security or safety breaches;
- Monitors safety and security policies, programmes and procedures to ensure compliance with internal safety and security policies, requirements and GOJ regulatory obligations;
- Benchmarks with other appropriate entities to utilize best practices and principles in the area security and risk management;
- Fosters relationships with GOJ stakeholders and related partners in emergency services.

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains Customer Service principles, standards and measurements.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

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

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills

Technical:

- Knowledge of Workplace Safety, Security and Emergency Management practices, principles and systems
- Knowledge of the Government of Jamaica's legislative arrangements underpinning the Safety, Security and Emergency Management functioning, for example Occupational Safety and Health Act, 2017, Disaster Risk Management Act, etc.
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects

Minimum Required Qualification and Experience

- Bachelor's Degree in Criminology/Criminal Justice, Emergency Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
- Two (2) years' experience in a Safety, Security or Emergency Management environment in a large organisation.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

9. Executive Secretary 2 (OPS/SS 5)**Job Purpose**

The incumbent will support the operation of the Office of the Minister of Justice by providing efficient and effective secretarial and administrative support services to the Honourable Minister.

Key Responsibilities

- Updates the Law Books housed in the Minister's Office;
- Administers the WhatsApp group for Custodes, sharing information on behalf of the Minister;
- Attends virtual Legislation Committee Meetings;
- Attends and takes Minutes for the National Council on Justice Meetings;
- Acts as Liaison between the Minister and the Custodes/Mediators;
- Answers the telephone, screens calls and takes and relays messages;
- Receives, greets and directs visitors;
- Assists in the Organization of events and activities by scheduling rooms, issuing information and co-ordinating with participants;
- Assists in the preparation of special and recurring reports;
- Orders and manages office supplies;
- Arranges for the dispatch of mails;
- Receives dictation;

- Re-routes correspondences to relevant Officers/Departments
- Schedule appointments, conferences and brief the Minister on the matter before confirming the meetings;
- Takes and transcribes notes of meetings and reproduces Minutes;
- Drafts correspondences as directed by the Minister;
- Establishes and maintains a system for the control and safe keeping of classified, confidential documents and reports;
- Makes travel arrangements for the Minister;
- Provides supervision and guidance to the Executive Secretary;
- Liaises with internal/external customers (local and overseas) in order to give/receive information as directed by the Minister;
- Maintains an up-to-date Records Management System of documents, including correspondence, Agreements, Cabinet Submissions, legal and official matters;
- Reproduces confidential and other urgent correspondence and deals with urgent mail, faxes and emails as directed;
- Reproduces, in the correct format, a variety of documents as instructed by the Minister;
- Monitors incoming calls/clients, routes and directs accordingly;
- Liaises with Departments and Agencies on matters relevant to the Ministry as directed;
- Proofreads documents for accuracy, completeness and conformity to established formats;
- Follows up on the directives given and requests made by the Minister;
- Co-ordinates procurement activities on behalf of the Minister's Office for stationery and office supplies;
- Researches and provides information to facilitate critical reports;
- Performs any other related duties that may be assigned from time to time by the Minister and Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Customer Focus
- Ability to work in a team
- knowledge of relevant computer software application

Technical:

- Good planning and organizing skills
- Excellent knowledge of the Ministry's policies and procedures
- Knowledge of Office Management and Administrative procedures and practices
- Ability to compose correspondence and techniques

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Will be required to work beyond regular working hours and on public holidays, when necessary.

10. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The incumbent will support the operation of the Office of the Minister of Justice by providing efficient and effective secretarial and administrative support services to the Honourable Minister.

Key Responsibilities

- Receives, greets and directs visitors;
- Assists in ordering and managing office supplies;
- Provides secretarial and administrative support
- Arranges for the dispatch of outgoing inquiries;
- Receives dictation;
- Re-routes correspondences to relevant Officers/Departments;
- Assists with scheduling appointments, conferences and brief the Minister on matters before confirming the meetings;
- Takes and transcribes notes of meetings and reproduces Minutes;
- Drafts correspondences as directed by the Minister;
- Assists in making travel arrangements for the Minister;
- Liaises with internal/external customers (local and overseas) in order to give/receive information as directed by the Minister;
- Maintains an up-to-date Records Management System of documents including correspondence, Agreements, Cabinet Submissions, legal and official matters;
- Reproduces confidential and other urgent correspondence and deals with urgent mails as directed;
- Reproduces, in the correct format, a variety of documents as instructed by the Minister;
- Monitors incoming calls/clients, routes and directs accordingly;
- Liaises with Departments and Agencies on matters relevant to the Ministry as directed;
- Proofreads documents for accuracy, completeness and conformity to established formats
- Follows up on the directives given and requests made by the Minister;
- Monitors the logs of all mails/files that comes to the Minister's Office;
- Assists in procurement activities on behalf of the Minister's Office for stationery and office supplies;
- Researches and provides information to facilitate critical reports.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Customer Focus
- Teamwork and co-operation
- knowledge of relevant computer software application

Technical:

- Ability to compose and edit written material
- Good planning and organizing skills
- Excellent knowledge of the Ministry's policies and procedures
- Knowledge of Office Management and Administrative procedures and practices
- Ability to compose correspondence and techniques

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at

a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Condition Associated with the Job

- Will be required to work beyond regular working hours and on public holidays, when necessary.

Applications accompanied by résumés should be submitted **no later than Tuesday, 31st January, 2023:**

**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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer