



## Office of the Services Commissions

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### **CIRCULAR No. 30** **OSC Ref. C.6499<sup>10</sup>**

18<sup>th</sup> January, 2023

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 **Department of Correctional Services**:

1. **Operations Manager (GMG/SEG 4) (Vacant) – Rehabilitation and Probation Aftercare Division**, salary range \$4,947,565 - \$6,653,925 per annum.
2. **Database Administrator (MIS/IT 4) (Not Vacant) – Rehabilitation and Probation Aftercare Division**, salary range \$2,735,387 - \$3,678,791 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3) (Not Vacant) – Human Resource Management and Administration Division**, salary range \$1,753,837 - \$2,358,715 per annum.
4. **Public Procurement Administrator (GMG/AM 2) (Vacant) – Human Resource Management and Administration Division**, salary range \$1,370,094 - \$1,842,625 per annum.

#### 1. **Operations Manager (GMG/SEG 4)**

#### **Job Purpose**

Reporting to the Deputy Commissioner, Rehabilitation and Probation Aftercare, the Operations Manager will be part of a dynamic and dedicated team of technical professionals who will be responsible for the successful implementation and outcomes of the Rehabilitation Industries Unit and for developing Farm Resuscitation Plans aimed at facilitating viable commercial farming at each farm location in collaboration with Ministry of Agriculture and Fisheries, RADA and other stakeholders in the Agriculture Sector as well as to provide manpower support for existing Industries nationally.

#### **Key Responsibilities**

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

- Develops Project Plans, Schedules, Budgets and Reports, in collaboration with Team Members and according to DCS and Project Sponsor requirements;
- Leads the process to develop Farm Plans and production targets that ensure the DCS has a consistent supply of targeted produce;
- Conducts continuous Price Surveys in collaboration with the Ministry of Agriculture and Fisheries;
- Leads the process to develop a pricing policy to guide the sale of farm produce and manpower as a service;
- Leads the process in conducting a demand analysis and develops a forecast of food consumed by inmates;
- Provides local team leadership, working closely with Technical, Financial and Administrative Personnel and Project Steering Committees;
- Engages all relevant stakeholders, including donors, beneficiaries and key contributors to the value chain, such as input suppliers, market buyers, training facilities (HEART), Technical Extension Agents (RADA) and policy makers (MAF, MEGJC);
- Facilitates and co-ordinates efficient, effective and timely implementation of Farm Project Activities, in collaboration with Team Members and stakeholders;
- Oversees the establishment of market linkages between suppliers and buyers, promoting formal agreements;
- Oversees project monitoring and evaluation, including data collection, management, assessment, and reporting.
- Oversees Rehabilitation Industries Projects' Communications and Public Outreach, including article placement, social media presence, event presentations, and other project promotional activities in collaboration with the DCS Communication Unit.

- Contributes to DCS Strategic Business Planning, sustainability and opportunity development.

#### ***Human Resource Management:***

- Participates in the recruitment of staff for the Unit;
- Ensures that all required processes, systems and controls are in place to enable the achievement of objectives effectively and efficiently;
- Monitors and reviews performance to ensure agreed performance targets are met;
- Ensures that appropriate Communication and Knowledge Management Systems are in place with other Units to facilitate the sharing of relevant information in an accurate and timely manner;
- Ensures the timely delivery of information for the DCS's Corporate Planning and Budgeting process;
- Manages allocated Budgets and ensures the effective and efficient use of resources.
- Contributes to Public Relations and Communications for the DCS;
- Performs any other related duties that may be assigned from time to time.

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

- Strong organizational, research and analytical skills; keen attention to detail
- Sound oral and written communication skills
- Good leadership skills
- Good interpersonal and customer relations skills
- Integrity/ethics in the performance of duties

#### **Minimum Required Education and Experience**

- Master's Degree in Management Studies, Business Administration;
- Bachelor of Science Degree in Agriculture;
- Project Management Certification;
- Three (3) years' experience managing a large commercial farm;
- Experience in emerging markets, preferably within the commercial agriculture context;
- Proficient in the use of Microsoft Office and projects.

#### **Special Conditions Associated with the Job**

- High pressure work environment;
- Cultural sensitivity and unionized work environment with multi-disciplinary teams of staff and inmates of various professional levels and diverse backgrounds;
- Long work hours;
- Be able to respond to emergencies quickly and efficiently;
- May be required to work on weekends and public holidays;
- Hazardous environment.

## **2. Database Administrator (MIS/IT 4)**

#### **Job Purpose**

The Database Administrator is responsible for the planning, designing and development of database systems for the Department. The incumbent is responsible for training and communicating with database users to ensure proper usage and gradual improvement in the database system. The incumbent has the responsibility for outlining standards and procedures to ensure the security, storage and restoration of information on the database.

#### **Key Responsibilities**

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

- Prepares progress reports for submission to the Registrar, Sex Offender Registry;
- Installs, upgrades and manages database applications;
- Implements and maintains back-up systems for SOR Database;
- Develops standards and procedures to guide and control database usage;
- Maintains Database Systems for all institutions and offices;
- Liaises with Director of Management Information System in the maintenance of the Department's Information System;
- Develops, maintains and implements Database Systems within the Department;
- Analyzes database requirements and recommends improvement in the collation and storage of data and systems programming tasks;

- Diagnoses and resolves database errors;
- Engages both Microsoft and Oracle for escalated vendor technical support as required;
- Maintains a back-up system using magnetic tapes and relevant storage media for securing data and configuration files;
- Establishes and maintains documentation and standards;
- Develops processes for optimizing database security;
- Assesses training needs for staff members for the proper usage of database;
- Trains staff in the proper usage of database systems and about emerging database technologies;
- Captures and stores the fingerprints of Registered Sex Offenders;
- Collects, edits and prints photographs for Registered Sex Offenders.

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

- Knowledgeable in the use of SQL, Oracle or Microsoft Access
- Knowledge of current technological development
- Knowledge in database administration
- Excellent presentation, oral and written communication skills
- Excellent interpersonal skills
- Good problem-solving skills
- Ability to develop standards and procedures to guide and control database usage
- Knowledge in photo editing and fingerprinting
- Knowledge of applicable data privacy practices and laws
- Accountability
- Adaptability
- Ability to use own initiative
- Ability to work in a team
- Results oriented

### **Minimum Required Education and Experience**

- Bachelor of Science Degree in Computer Science from a recognized tertiary institution.
- Two (2) years working experience in the field of Database Administration or a related field.

### **Special Conditions Associated with the Job**

- Exposure to confidential information;
- Required to travel island wide.

## **3. Public Procurement Officer (GMG/AM 3)**

### **Job Purpose**

Under the general supervision of the Director 3 - Public Procurement, the incumbent assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

### **Key Responsibilities**

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

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

#### ***Procurement Process Management:***

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms Of Reference (TOR) and prepares Request for Proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of

- engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives compiles and processes purchase requisition forms for all Wards and Departments for the procurement of goods.

***Vendor Management:***

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines the condition of materials received, and recommends invoices for payment.
- Maintains Procurement Records such as items or services purchased costs, delivery, product quality or performance and inventories, compiles data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica to be zero-rated.

***Procurement Reporting:***

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for procurement meetings.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Extensive knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of accounting practices as applied to procurement procedures
- Working knowledge of computer applications

***Core:***

- Integrity
- Good oral and written communication skills
- Interpersonal relations
- Teamwork and co-operation
- Ability to use own initiative
- People Management skills
- Good problem-solving and decision-making skills
- Good time management skills

**Minimum Required Education and Experience**

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years' procurement experience in a similar position.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays.

#### **4. Public Procurement Officer (GMG/AM 2)**

##### **Job Purpose**

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition, and resolution.

##### **Key Responsibilities**

- Co-ordinates reports on behalf of the Organization;
- Prepares reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
- Assists with the preparation of Monthly Report for submission;
- Maintains records in accordance with the FAA Act;
- Organizes and maintains Filing System;
- Maintains Correspondence Loggings System;
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinates meetings;
- Arranges Department and Procurement Committee Meetings;
- Disseminates relevant documents for meetings;
- Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for organization officers;
- Has responsible for organizing all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary, returns to originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists to expedite movement of Purchase Orders from the hospital to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper Records Management for Purchase Requisitions, Purchase Orders, and C.O.D letters;
- Prepares purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D Letters and Uniform Allowance Letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied, or the services are provided;
- Answers the telephones and screens calls and directs callers to the appropriate person or use initiative to assist callers where possible;
- Attends to the suppliers when they come to collect orders or make inquiries; reorders and orders that are not collected are dispatched by messenger or the post;
- Assists with taking information from Shipping Agents, receiving shipping documents from Courier Services, and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and send via Courier Service to the respective suppliers or contact the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs any other duties assigned from time to time by the Procurement Director.

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

- Sound interpersonal, oral and communication and skills
- Good organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English Language
- High degree of integrity and diplomacy

**Minimum Required Education and Experience**

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year of working experience in the related field.

**Special Conditions Associated with the Job**

- May be required to participate in retreats/meetings outside of normal working hours, from time to time.

Applications accompanied by résumés should be submitted **no later than Tuesday, 31<sup>st</sup> January, 2023 to:**

Senior Director  
Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street  
Kingston

Email: [jobpostings@dcs.gov.jm](mailto:jobpostings@dcs.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



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