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CIRCULAR No. 332
OSC Ref. C.6567¹⁵

21st July, 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 **Ministry of National Security**:

1. **Policy Manager, Law Enforcement (GMG/SEG 3) (Vacant) - Law Enforcement, Forensics, Border Security Defence and Protective Security Division**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Manager, At-Risk-Youth (GMG/SEG 3) (Vacant) - Offender Management Rehabilitation Policy and Parole Administration Branch**, salary range \$4,594,306 – \$6,178,830 per annum.
3. **Enterprise Risk Management Analyst (GMG/SEG 3) (Vacant) - Strategic Planning and Performance Management Branch**, salary range \$4,594,306 – \$6,178,830 per annum.
4. **Policy Manager, Forensics (GMG/SEG 3) (Not Vacant) - Law Enforcement, Forensics and Defence Branch**, salary range \$4,594,306 – \$6,178,830 per annum.
5. **Policy Analyst, Forensics (GMG/SEG 2) (Vacant) - Law Enforcement, Forensics and Defence Branch**, salary range \$3,770,761 – \$5,071,254 per annum.
6. **Senior Procurement Specialist (GMG/SEG 2) (Contract) - Public Procurement Branch**, salary range \$3,770,761 - \$5,071,254 per annum.
7. **Ticketing System Specialist (MIS/IT 4) (Contract) - Major Technology Transformation Branch**, salary range \$3,094,839 - \$4,162,214 per annum.
8. **Training Officer (GMG/AM 4) (Vacant) - Human Resource Unit**, salary range \$2,478,125 – \$3,332,803 per annum.

1. Policy Manager, Law Enforcement (GMG/SEG 3)

Job Purpose

The incumbent is responsible for the co-ordination, development and delivery of the Ministry's Policy Agenda and Legislative Framework geared at influencing changes and improving systems and processes relating to Law Enforcement.

Key Responsibilities

- Guides policy and legislative research on matters related to Law Enforcement;
- Drafts policy proposals and makes recommendations for development;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and other Technical Reports;
- Develops templates, Codes and practices, Terms of References (TORs), Memorandum of Understanding (MOUs) to support portfolio areas of law enforcement;
- Co-ordinates and manages data generated in collaboration with the Monitoring and Evaluation, Research and Data Analytics Branch to inform policy decisions;
- Guides the establishment of monitoring and evaluation frameworks to evaluate the effectiveness of policies, programmes and initiatives implemented or being implemented;
- Manages and co-ordinates consultation sessions with stakeholders and ensures relevant information is captured and disseminated;
- Manages the development of policy options and ascertains potential effectiveness, impact and makes recommendations for new policies;
- Manages the implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Conducts Risk Assessments and recommends areas for improvement;

- Prepares responses to requests for information from international, regional and local organizations relating to Law Enforcement;
- Recommends policy options related to law enforcement to the Senior Director, Law Enforcement, Forensics Policy and Defence Affairs Branch;
- Establishes and maintains communication linkages between/among regional and international partners, with a view to identifying opportunities for closer collaboration on matters relating to law enforcement;
- Participates in negotiations and/provides technical advice on international security and serious organized crime related matters to inform the decision to accede to all bilateral and regional agreements between Jamaica and other nation states;
- Represents the Ministry at local, regional and international conventions, workshops and meetings relevant to law enforcement policy issues;
- Plans, organizes and directs the work of the Section by overseeing the development of the Strategic Business Operational Work Plans and Budget;
- Develops and manages the performance of direct reports including transferring skills, setting performance targets, monitoring performance, providing feedback and arranging for training.

Required Knowledge, Skills and Competencies

- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to international security
- Good understanding of Government operations, management and practices, including a strong appreciation of the interconnectedness of Government entities involved in and/or impacting national security
- Good leadership, co-ordination and time management skills
- Good human relations and negotiations skills
- High levels of integrity and professionalism
- Good human resource management and development skills
- Excellent knowledge in preparing of Cabinet Submissions/Notes
- Knowledge of government policy and planning processes
- Knowledge of relevant Laws, Government Guidelines
- Sound understanding of social, economic and scientific research processes
- Understanding of economic and scientific research processes

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Public Management or related area;
- Three (3) years' experience with at least two (2) years in a Senior Management position;
- Two (2) years' experience in policy development, implementation and evaluation.

Special Conditions Associated with the Job

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel overseas.

2. Manager, At-Risk-Youth (GMG/SEG 3)

Job Purpose

The incumbent is responsible for co-ordinating and managing the development and implementation of interventions relating to the peaceful co-existence, community governance and employability within pre-selected at risk communities geared to preventing the occurrence of crime.

Key Responsibilities

- Manages the development and implantation of Regional/community Intervention Work Plans relating to Culture Change for Peaceful Co-existence (CPCC), Community Governance (CG), Labour Market Attachment (LMA) and Employability (E);
- Provides technical guidance to Case Management Officers in the development of Annual Work Plans for the respective communities;
- Co-ordinates and monitors the implementation of regional/community intervention Work Plans for the respective communities;
- Provides technical support in the design and implementation of programmes related to capacity building of community-based organizations, vocational skills training and employment internships;

- Leads Consultations and Stakeholder Mapping activities based on programmes and initiatives being designed and implemented;
- Monitors the implementation of the Culture Change for Peaceful Co-existence and Community Governance and Labour Market Attachment and Employability interventions;
- Provides required technical input and co-ordination for the preparation of relevant data and information for reports;
- Participates in the establishment and operationalizing of Case Management Monitoring Systems;
- Monitors the implementation and maintenance of recommendations for strengthening the policies, programmes and initiatives relative to crime prevention;
- Guides the designing, development and implementation of a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Co-ordinates and provides technical support regarding any special request from development partners and other stakeholders with respect to site visits and other demands;
- Co-ordinates and provides technical support in the identification and engagement of consultants (individuals and organizations including NGOs) and MDAs;
- Provides technical support for the procurement of consultant's/service, providers and coordinates the delivery of services;
- Collaborates with the Monitoring and Evaluation, Research and Data Analytics Branch in obtaining data to inform policy decisions;
- Participates in the development of the Annual/Quarterly Performance Review Reports;
- Co-ordinates the preparation and submission of financial data, budgets and cash of projects being managed.

Required Knowledge, Skills and Competencies

- Ability to work comfortable with organizations representing Civil Society, such as non-governmental, community-based organizations and Ministries, Departments and Agencies
- Ability to formulate proactive measures to achieve required objectives
- Excellent analytical and creative skills
- Excellent Computer skills (Microsoft Word, PowerPoint and Excel)
- Excellent Report Writing skills
- Ability to multi-task
- Display high levels of professionalism
- Excellent time management skills
- Ability to resolve conflict
- Research skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Studies/Social Work or equivalent from an accredited institution;
- Three (3) years' experience with at least two (2) years at the supervisory level;
- Experience working with Case Management System/environment;
- Experience in Project Management and working with vulnerable or in volatile communities would be distinct assets;.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island wide;
- May be required to work in high risk communities;
- May be required to work under conditions of uncertainty and in difficult, challenging and complex circumstances.

3. Enterprise Risk Management Analyst (GMG/SEG 3)

Job Purpose

To support the Chief Technical Director, Strategic Planning and Performance in providing professional Risk Management advice and capability to the Ministry of National Security and its Departments and Agencies risk-based decision making and operational compliance with applicable regulatory standards. To assist in identifying, assessing, prioritizing, report on and communicating enterprise and sector risks. This includes advising on and tracking risk mitigation and management activities, in accordance with the GOJ's Enterprise Risk Management (ERM) objectives, policies and framework.

Key Responsibilities

- Develops and implements the Ministry's Sector and ERM Framework, Risk Assessment tools, registers, processes, methodologies and training (including building the knowledge base in the Ministry regarding tail risk, black swans and related Risk Management thinking and practices);
- Standardises and improves processes across the MNS relating to risk identification, risk analysis, risk evaluation, risk treatment, risk monitoring and review and risk communication across all Divisions, Branches and Units;
- Provides support to the Senior Management Team (SMT) and/or Permanent Secretary Executive Portfolio Management Office and oversees all Directorates - for risk reporting, Risk Register maintenance/integration, advice, policy and strategy development, priority setting and risk escalation;
- Presents information on the Sector and Enterprise Risk exposure and profile, periodically throughout the year;
- Aggregates and reviews all MNS Divisional/Branch risk reporting including reporting to SMT on themes and escalation requirements
- Provides scrutiny of compliance with Risk Management and mitigation framework, policy and processes – including regular review of and support to Divisions and Branch risk reporting;
- Provides Risk Management advice/support to key strategic projects/programmes;
- Monitors risk exposure against risk appetites and limits;
- Ensures that risk processes and policies are being adhered to and that risks are appropriately controlled and mitigated or accepted;
- Consults with the Committee with responsibility for ERM on issues raised by the Risk Assessment process and makes recommendations on these and other risk matters to the Chief Technical Director, Security Risk Reform and Transformation Policy;
- Interacts and consults with the Internal Auditor to ensure effective alignment between the ERM process and Internal Audit;
- Leads the planning and preparation of the Annual Risk Strategy;
- Co-ordinates the assignment of risks with the respective risk owners and risk champions and follow-up on consultation with the Division Head;
- Co-ordinates risk responses for the significant strategic and other risks, and ensures that they are updated by the respective responsible stakeholder to an acceptable level as determined by the MNS ERM framework;
- Follow-ups on recommendations made, where corrective action has not been taken or is considered inadequate, until matters are satisfactorily resolved;
- Reports significant risk exposures and control issues, including fraud risks, governance issues, and other matters as needed or requested by the CTD, Security Risk Reform and Transformation Policy as appropriate;

Required Knowledge, Skills and Competencies

- Excellent oral and written communication also presentation skills
- Sound knowledge of Risk Management concepts and practices, including risk identification assessment, mitigation/control activities, monitoring and reporting
- Critical thinking and problem-solving skills
- Ability to analyze and interpret financial and operating systems and statements
- Ability to analyze and interpret performance data across Departments
- Guided by professional practice for risk management and for evaluating the effectiveness of the risk management activity's performance
- Working knowledge of the GOJ Strategic Planning, Budgeting and Reporting Processes
- Ability to use appropriate information technologies and tools for effective job performance and results
- Knowledge of Government of Jamaica financial administration rules
- Sound knowledge of risk analysis techniques

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration, Finance, Economics, Accounting or related discipline;
- Certificate in Risk Management or Auditing;
- Three (3) years' experience in the area of Risk Management in the Public Sector, Auditing or Strategic Planning;
- Operating knowledge of systems and processes required to identify, assess, document and manage risks.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally.

4. Policy Manager, Forensics (GMG/SEG 3)

Job Purpose

The incumbent is responsible for the co-ordination, development and delivery of the Ministry's Policy Agenda and legislative framework geared at influencing changes and improving systems and processes relating to Forensics, Economic and Organized Crime.

Key Responsibilities

- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and other Technical Reports;
- Recommends policy options related to forensics to the Senior Director, Law Enforcement, Forensics Policy and Defence Affairs Branch;
- Drafts policy proposals/policies and makes recommendations for development;
- Manages the development of policy options and ascertains potential effectiveness, impact and makes recommendations for new policies;
- Manages and co-ordinates Consultation Sessions, think tanks and other related seminars in developing sound and effective policies, initiatives and programmes to achieve objectives;
- Prepares responses to requests for information from international, regional and local organizations relating to the subject area;
- Researches opportunities and establishes relationships with stakeholders;
- Manages interventions geared at strengthening forensics capabilities;
- Participates in meeting with stakeholders for the development strategies to achieve the Ministry's objectives relating to forensics, economic crime and organized crime;
- Develops templates, Codes and Practices, Terms of References (TORs), and Memorandum of Understandings (MOUs) to support portfolio areas of forensics, economic crime and organized crime;
- Manages and co-ordinates Consultation Sessions with stakeholders and ensures relevant information is captured and disseminated;
- Guides Policy Analysts in conducting research related to forensics, economic crime and organized crime;
- Guides the establishment of monitoring and evaluation frameworks to evaluate the effectiveness of policies, programmes and initiatives implemented or being implemented;
- Manages the implementation of mechanisms to strengthen the Ministry's monitoring and evaluation capabilities;
- Manages monitoring and evaluation initiatives of projects and programmes being managed by the Section;
- Designs and implements project's monitoring and evaluation activities, including the development of the Project's Monitoring and Evaluation Plan;
- Manages the implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Conducts Risk Assessments and recommends areas for improvement;
- Provides responsive, high-quality service to relevant stakeholders by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- Assists with co-ordinating activities with local, regional and international Forensics Agencies;
- Establishes and maintains communication linkages between/among regional and international partners, with a view to identifying opportunities for closer collaboration on matters relating to forensics, economic crime and organized crime;
- Establishes new links with external partners, and strengthens existing relationships, in order to establish the Ministry as a centre of policy and practice-relevant, evidence-based research;
- Participates in negotiations and/or provides technical advice on forensics-related matters to inform the decision to accede to all bilateral and regional agreements between Jamaica and other nation-states;
- Represents the Ministry at local, regional and international conventions workshops and meetings relevant to forensics policy issues;
- Plans, organizes and directs the work of the Section by overseeing the development of the Strategic Business and Operational and Work Plans and Budget for the Unit;
- Prepares the Section's Performance Reports for review by the Senior Director of the Branch;
- Conducts periodic reviews of supervisees in accordance with Work Plans;

- Develops and manages the performance of direct reports including transferring skills, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Communicates the Section's strategic goals and accountabilities to staff.

Required Knowledge, Skills and Competencies

- Sound knowledge of policy and legislative development
- Good human relations and negotiations skills
- Excellent knowledge in preparing Cabinet Submissions/Notes
- Good organizational and project/programme management skills
- Excellent knowledge of Government policy and planning processes
- Knowledge of relevant Laws, Government Guidelines
- Understanding of economic and scientific research processes
- High levels of integrity and professionalism
- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to the subject area
- Good understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of Government Entities involved in and/or impacting national security
- Working knowledge of relevant information and communication technologies

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Public Management related discipline;
- Three (3) years' experience with at least two (2) years in policy development, implementation and evaluation.

Special Conditions Associated with the Job

- Critical deadlines for completion of tasks;
- May be required to work on weekends and public holidays;
- May be required to work beyond the normal working hours;
- May be required to travel overseas.

5. Policy Analyst, Forensics (GMG/SEG 2)

Job Purpose

The incumbent is responsible for developing and analyzing policies, programmes and initiatives with a view to support and enhance the Institute of Forensics Science and Legal Medicine (IFS&LM) capabilities for solving crimes through the application of scientific methods.

Key Responsibilities

- Scans environment and analyzes current and emerging trends in forensics to identify new policy issues/topics;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and Technical Reports;
- Conducts research and periodic needs assessment primarily for the IFS&LM as a means to determine policies, legislation and programmes requirements;
- Drafts policy proposals/policies to address issues identified for approval;
- Designs, develops and administers survey instruments;
- Collates and analyzes data to determine viable policy objectives;
- Clarifies policy objectives relevant to forensics and identify potential conflicts in terms of objectives and interest;
- Develops criteria and indicators to assess progress towards objective;
- Benchmarks policies and legislation in other jurisdictions and determines feasibility for adoption;
- Identifies alternative viable policy instruments, their probable direct and indirect consequences;
- Facilitates consultation sessions and related seminars to develop sound policy options and effective; initiatives/programmes to get the involvement of key stakeholders;
- Compares policy options with existing policies to ascertain potential effectiveness and impact;
- Generates data in collaboration with the Monitoring and Evaluation, Research and Data Analytics Branch to inform policy decisions;

- Designs, develops and implements a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Identifies risks associated with policy development, implementation and evaluation;
- Maintains Risk Register of risks identified;
- Implements measures for mitigating potential risks or risks identified;
- Decides the impact/effect of the risk on various stakeholders;
- Evaluates risk (s) and decide on control measures/matrices;
- Maintains a database of stakeholder's relative to forensics matters;
- Contributes to Jamaica's obligations to international and regional bilateral conventions to agreements;
- Prepares responses to requests for information from international, regional and local organizations relating to forensics;
- Participates in the development of the Branch's Quarterly and Annual Performance Reports;
- Assists with the development of templates, Codes and Practice, Terms of Reference and Memorandum of Understanding

Required Knowledge, Skills, and Competencies

- Training in Policy Development, Review and Implementation
- Preparation of Cabinet Submissions/Notes/Ministry Papers
- Strong organizational and Programme Management skills
- Knowledge of government policy and planning processes
- Knowledge of relevant Laws and Government Guidelines
- Sound understanding of social, economic and scientific research processes
- Understanding of economic and scientific research processes.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Public Management or related area;
- Two (2) years' experience in policy development.

Special Conditions Associated with the Job:

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel overseas.

6. Senior Procurement Specialist (GMG/SEG 2)

Job Purpose

The incumbent is responsible for providing competent technical assistance in execution of the procurement processes required for the acquisition of goods, works and services essential for the operation of the Ministry of National Security. Additionally, the individual will work to ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures.

Key Responsibilities

- Drafts and prepares procurement Framework Agreements and contracts in keeping with Public Procurement Guidelines;
- Co-ordinates and provides guidance regarding the tender evaluation process and any recommendations to support approval;
- Drafts and prepares bidding documents and administer bidding processes;
- Prepares Cabinet Submissions for contracts within the value threshold stipulated by the Procurement Policy;
- Prepares Procurement Plans for the Organization;
- Prepares and submits reports to the Public Procurement Commission, National Contracts Commission, Sector Committee and Office of the Contractor General;
- Prepares and presents submissions at the different tiers of approval example: Permanent Secretary, Procurement Committee Meetings, Sector Committees etc.;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Interprets contract provisions and reviews contracts for accuracy and to facilitate changes prior to bid and renewal;

- Prepares and submits weekly reports and updates on projects assigned.

Required Knowledge, Skills, and Competencies

- Sound knowledge of the Government Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Knowledge of Contract Management
- Knowledge of Tender Management
- Sound knowledge of Supplies Management
- Familiarity with the Budget cycle and institutional interaction
- Ability to work well under pressure
- Proficiently in the relevant computer application software
- Working proficiency in Microsoft Office Suite
- Excellent research consultation and communication skills

Minimum Required Qualification and Experience

- Bachelor's Degree in the Social Sciences or any other relevant field;
- INPRI Level 4 Certification or equivalent;
- Legal experience would be an asset;
- Three (3) years related experience;
- Experience in dealing with matters of a highly confidential and sensitive nature;
- Experience in relating to senior officers in the public and private sectors.

Special Conditions Associated with the Job:

- Critical deadlines for completion of tasks;
- May be obliged to work beyond the normal hours and days to meet same;
- Willingness to travel locally and internationally.

7. Ticketing System Specialist (MIS/IT 4)

Job Purpose

The Ticketing System Specialist is responsible for ensuring the effectiveness of the Ticket Management System by monitoring the use of the system by all stakeholders to ensure adherence to agreed service levels.

Key Responsibilities

- Generates System Reports to monitor ticket issuance and data entry activities taking place across the island;
- Generates system reports to monitor rejected tickets, failed payments and outstanding updates for escalation to the relevant Teams;
- Is responsible for liaison with JCF Data Entry Teams, Court Staff, Island Traffic Authority and eGov Jamaica to ensure that systems, connectivity and equipment at all operating locations are functioning properly;
- Monitors system statistics to determine whether tickets are being processed within agreed timelines to prevent process delays being experienced by ticketing stakeholders;
- Identifies and makes suggestions for the correction of errors which become evident in the Ticketing Data;
- Assesses JCF data entry facilities to determine suitability of the space and recommends corrective steps where necessary;
- Engages eGov Jamaica to ensure that preventative maintenance of the various ticketing solutions and databases are conducted;
- Trains Data Entry Operators on Ticketing System functions and provides manuals and procedures when needed;
- Monitors the performance quality and reliability of the services pro-actively;
- Follow-ups on reported issues until the problems are solved.

Required Knowledge, Skills, and Competencies

- Knowledge of Ticket Management software and processes
- Broad knowledge of the Road Traffic Act and related enforcements processes and agreed service levels
- Working knowledge of data entry and customer service operations

- Working knowledge of the existing ticketing process (ticket issuance, payment mechanisms, court adjudication, ticket expungement, demerit points, etc.)
- Working knowledge of Microsoft Office and Outlook
- Ability to multitask and work in a fast paced environment with competing priorities
- Excellent problem-solving skills
- Effective communication and interpersonal skills
- Ability to troubleshoot and identify critical issues quickly and accurately
- Ability to assess and evaluate situations quickly and effectively
- Willingness and ability to work flexibly and diligently
- Ability to quickly build and maintain productive relationships with high-level Government officials and other key stakeholders, including those in the donor community and Private Sector
- High level of self-motivation and an ability to work with a high level of initiative and limited supervision, in high pressure situations

Minimum Required Qualification and Experience

- Four (4) CXC/GCE subjects including English Language and Mathematics or Diploma Computer Studies or equivalent from an accredited institution and 1-2 years' experience in a related field;
- Must possess at least three (3) years' experience working with similar information systems;
- Must have experience conducting technical training sessions and workshops;
- Must have familiarity with the offences under the Road Traffic Act;
- Expert knowledge of relevant computer software applications being used;
- Working knowledge of modern office practices, systems and procedures.

Special Conditions Associated with the Job:

- May be required for on-call duties;
- Required to travel to the various Data Entry Centers, Traffic Courts and traffic authorities island wide;
- May be required to work beyond regular hours.

8. Training Officer (GMG/AM 4)

Job Purpose

To support the development and implementation of training programmes aimed at improving the productivity and capability levels of staff to meet the Ministry's needs

Key Responsibilities

- Assists the Director, Human Resource Development in conducting needs assessments;
- Assists the Director, Human Resource Development in developing medium- and long-term training plans for the Ministry;
- Assists the Director, Human Resource Development to develop teaching aids, such as Training handbooks and reference works;
- Ensures that all members of staff are apprised of training opportunities and that each supervisor receives information that is relevant to the development of employees;
- Co-ordinates the Education Support Programme by:
 - ✓ Evaluating applications to ensure that career objectives of employees and the Ministry's goals as stated in the Strategic Business Plan are aligned
 - ✓ Reviewing applications and preparing submission to the Career Development Committee for consideration
 - ✓ Preparing applications for submission to the Human Resource Executive Committee
- Assists the Director, Human Resource Development to organize and plan emergent training programmes by:
 - ✓ Scheduling training courses
 - ✓ Selecting the most appropriate training methodology
 - ✓ Identifying resource persons as Session Leaders
 - ✓ Securing appropriate venues for Sessions
 - ✓ Securing equipment and material required for courses
 - ✓ Arranging with Division Heads for the release of staff to attend training programmes
 - ✓ Conducting training sessions covering specified areas such as those concerned with new employee orientation and on-the-job training

- ✓ Assisting with the evaluation of trainees to measure impact on job performance and evaluating and monitoring training programmes to assess improvement in job performance and programme results/outcome
- ✓ Conducting course evaluation at the end of each course
- Prepares Monthly/Annual Reports on training, education and scholarship programmers to be used in on-going staff development planning activities;
- Compiles costing for each programme for Monthly Cash Flow and Annual Budget;
- Develops Database of training opportunities and teaching materials and equipment for the Unit and provides a system of dissemination;
- Makes administrative arrangements for staff to participate in training programmes;
- Develops and maintains an internal database for monitoring projects, targets and other special assignments;
- Maintains a follow up system and liaise with the relevant personnel to ensure timely submission of deliverables.

Required Knowledge, Skills, and Competencies

- Sound knowledge/competence in Microsoft Word, Excel, PowerPoint and Publisher
- Good Knowledge of new and diverse training needs
- Working knowledge of the theories and practices of learning
- Working knowledge of the curriculum development to include training design development and delivery
- Knowledge of testing and measurement techniques
- Good research, analytical, presentation and public speaking skills
- Ability to conduct training needs assessments and impact evaluations
- Ability to develop interactive training materials
- Excellent writing/creative skills
- Excellent time management skills

Minimum Required Qualification and Experience

- Associate Degree in Social Sciences, Human Resource Management, Education, Management Studies, Public Administration or equivalent qualifications;
- Two (2) years' experience in a training environment.

Special Conditions Associated with the Job:

- Standing for prolonged periods when delivering training programmes;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours, on weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Friday, 28th July, 2023 to:**

**Director, Human Resource Management and Administration
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5**

Email: jobopp@mns.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**