



## Office of the Services Commissions

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### **CIRCULAR No. 33** **OSC Ref. C.6499<sup>10</sup>**

**15<sup>th</sup> January, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Chaplaincy Unit, Rehabilitation and Probation Aftercare Division, Department of Correctional Services**:

1. **Head Chaplain (GMG/SEG 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Chaplain (GMG/SEG 2)**, salary range \$3,770,761 - \$5,071,254 per annum.

#### **1. Head Chaplain (GMG/SEG 3)**

##### **Job Purpose**

Under the general direction of the Deputy Commissioner, Rehabilitation and Probation Aftercare Services, the Head Chaplain manages the operations of the Unit through planning, development, implementation, monitoring and evaluation of programmes that will enhance the spiritual and personal development of Wards, Inmates and staff within the Organization. The Chaplaincy Programmes are executed by Chaplains assigned to the Correctional Institutions.

##### **Key Responsibilities**

###### ***Managerial/Administrative:***

- Participates in the development of the Department's Strategic and Operational Plans;
- Prepares Operational Plan for the Unit;
- Identifies and plans Unit programmes in accordance with the objectives and requirements of the Department of Correctional Services;
- Assesses the effectiveness of Chaplains' work in Institutions and implements measures for improvement;
- Directs the administration and operations of the Chaplaincy Office and activities;
- Convenes monthly meetings and Unit staff;
- Prepares Individual Work Plan;
- Review Individual Work Plans for Chaplains;
- Prepares reports annually and quarterly;
- Screens Religious Groups for visits to the institutions;
- Recruits/selects orients and schedules Religious Volunteers for ministering to Wards and Inmates in the Juvenile and Adult Correctional Centres;
- Participates in meetings of Senior Management;
- Convenes Monthly Meetings and Annual Retreat.

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

- Appraises performance of Chaplains and Secretary;
- Certifies Claims for payment of Upkeep, Travelling and Subsistence Allowances of Chaplains.
- Provides counselling for staff, Inmates and Wards, family members of staff, Inmates, Wards and or clients as needs arise;
- Provides Pastoral Care for members of staff, Inmates and Wards in relation to sickness, trauma/crisis grief and bereavement;
- Conducts official Funeral Services and provide psychosocial and spiritual support to the families;
- Designs and implements transformation development tools for Inmates/Wards;
- Plans and implements seminars to enhance the spiritual and psychosocial wellbeing of staff in collaboration with the Training Unit;
- Plans and executes religious services for the Department (e.g. Corrections Week Launching Services, Memorial Services);
- Plans and co-ordinates Week of Prayer events;
- Plans and implements training seminars for Religious Volunteers and monitors their engagement in ministering to the Inmates and Wards within the Department;

- Represents the Department of Correctional Services at special events and Religious Conferences.
- Liaises and works in collaboration with Custodial Head, Director Community Services, Director of Rehabilitation and Superintendents of Juvenile and Adult Correctional Institutions regarding issues and activities pertaining to staff and the rehabilitation of Inmates and Wards;
- Develops and presents aspects of training modules for new Correctional Officers in training and new entrant Probation Aftercare Officers at Staff College in the areas of character development, ethical standards and spiritual formation for leadership.

***Human Resource Management:***

- Provides leadership and guidance to staff through effecting planning, delegation, communication and monitoring;
- Participates in the recruitment of staff for the Department and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures that the welfare and development needs of staff are clearly identified and address to ensure the maintenance of a cadre of highly motivated and productive employees;
- Approves and recommends Vacation, Sick and Department Leave for staff.

***Other:***

- Co-ordinates the placement and supervision of practicum students engaged in religious studies and counselling;
- Performs any other related duties that may be assigned from time to time not specifically outlined within the Job Description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

**Required Knowledge, Skills and Competencies**

- Demonstrate ability to develop and maintain quality working relationship with individuals at all levels
- Ability to plan and implement relevant religious programmes that will address the needs of the client
- Sound knowledge of social and psychological factors that impacts human behavior
- Knowledge of the Organization's policies and procedures
- Knowledge in Psychology
- Possess good counselling skills
- Strong spiritual, ethical and moral standard
- Good interpersonal and people management skills

**Minimum Required Education and Experience**

- Bachelor's Degree in Theology or related field;
- At least five (5) years' experience as an Ordained Minister of Religion or;
- Three (3) years' experience as Chaplain in a Uniform Service or Force;
- Training and certification in Supervisory Management would be an asset;

**Special Conditions Associated with the Job**

- Exposure to heightened security risk;
- On call – to respond to crisis intervention on 24 hours, seven (7) days per week basis;
- Work on weekends (funerals, volunteer seminars, observation of volunteers in institutions);
- Need for clerical attire at official functions.

**2. Chaplain (GMG/SEG 2)**

**Job Purpose**

Under the general direction of the Head Chaplain, the Chaplain is responsible for directing and executing Chaplaincy Programmes and activities for the rehabilitation and reintegration of Inmates and Wards in Institutions assigned. He/she provides and facilitates programmes and interventions for the spiritual and psychosocial empowerment of the staff within the Institutions, Probation and other Offices assigned. Also, monitors the activities of assigned religious volunteer groups. Liaises with religious, educational, and non-governmental Organizations and facilitate their involvement in activities that benefit clients and staff within the Institutions. Assists in the general planning and evaluation of the Unit's programmes.

## **Key Responsibilities**

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

- Responds to and facilitates Pastoral Care needs of Inmates, Wards and members of staff in relation to sickness, trauma/crisis, death and bereavement;
- Plans and implements seminars to enhance the spiritual, emotional and social well-being of staff in collaboration with the Training Unit;
- Provides support and monitor the activities of the Religious Volunteers ministering to the Wards and Inmates;
- Plans and implements programmes for the spiritual nurturing/enrichment of Wards, Inmates and staff;
- Provides counseling for Inmates, Wards and staff and document needs and responses;
- Develops and implements life skills training for Wards/Inmates;
- Prepares quarterly updates and Annual Report on activities.

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

- Sound knowledge of social and psychological factors that impacts human behavior
- Excellent knowledge of the Organization's policies and procedures
- Ability to plan and implement relevant religious programmes that will address the needs of the client
- Ability to develop and maintain quality working relationship with individuals at all levels
- High spiritual, ethical and moral standard
- Good interpersonal and people management skills
- Strong moral and integrity/ethics exercised in the performance of duties
- Excellent oral and written communication skills
- Strong leadership skills
- Excellent organizing skills
- Proficiency in the use of relevant computer skills

## **Minimum Required Education and Experience**

- Bachelor's Degree in Theology or related field;
- At least five (5) years' experience as an Ordained Minister of Religion;
- Training in Counseling.

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

- Exposure to heightened security risk;
- On call – to respond to crisis intervention on a 24 hrs, seven (7) days per week basis;
- Work on weekends (funerals, volunteer seminars, observation of volunteers in institutions);
- Need for clerical attire at official functions.

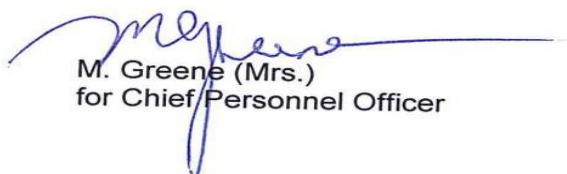
Applications accompanied by résumés should be submitted **no later than Friday, 26<sup>th</sup> January, 2024 to:**

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

Email: [career@dcsm.gov.jm](mailto:career@dcsm.gov.jm)

**Please note that only shortlisted applicants will be contacted.**

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

  
M. Greene (Mrs.)  
for Chief Personnel Officer