



## Office of the Services Commissions

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### **CIRCULAR No. 275** **OSC Ref. C.6499<sup>9</sup>**

10<sup>th</sup> July, 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 be assigned to/fill the following posts in the **Department of Correctional Services (DCS)**:

1. **Director, Modernisation and Reform (GMG/SEG 4) (Temporary) - Executive Office, Office of the Commissioner of Corrections**, salary range \$6,333,301- \$8,517,586 per annum.
2. **Senior Public Procurement Officer (GMG/SEG 1) (2 posts) - (1 Vacant and 1 Temporary) - Public Procurement Branch, Human Resource Management and Administration Division**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Public Procurement Officer (GMG/AM 3) (Vacant) - Public Procurement Branch, Human Resource Management and Administration Division**, salary range \$2,190,302 – \$2,945,712 per annum.

#### 1. **Director, Modernisation and Reform (GMG/SEG 4)**

##### **Job Purpose**

Under the general direction of the Commissioner of Corrections, the Director, Modernisation and Reform, is responsible for leading the implementation of specified areas of the DCS Modernisation process. He/she will develop/recommend effective organizational development and change management solutions for adoption and implementation within the Organization. The incumbent will serve as a Strategic Business Partner, Change Agent and Internal consultant to senior management with a view to improving the efficiency and effectiveness of the Department's Corporate, Rehabilitation and Custodial Operations. This includes the redesign of processes to enable smooth and seamless execution of deliverables, analysis, report preparation and implementation of interventions to help Divisions and their Senior Managers and Supervisors as they go through the process of change. In addition to his/her responsibilities as the Director, Modernisation and Reform, he/she may be required to provide specific technical inputs to other initiatives under the Modernization Programme. The Director will also be responsible for identifying risks associated with current structure and staffing and develop Risk Mitigation Strategies.

##### **Key Responsibilities**

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

- Prepares and submits reports and other documents requested in a timely manner to ensure effective monitoring and management of individual activities/work streams;
- Prepares Monthly, Quarterly and Annual Progress Reports on achievements based on targets outlined in the Annual OD Plan and the continuous monitoring of such targets;
- Develops and monitors the implementation of the Unit's Operational Plan;
- Prepares and manages the Unit's Annual Budget in an efficient, effective and economical manner;
- Develops/reviews and implements operational systems and procedures to guide the activities of the Unit;
- Develops and maintains, in collaboration with the Human Resource Management Division, a Succession Planning Programme, to ensure continuity of skills and competencies in the Unit and personal development and career advancement of employees;
- Establishes and maintains systems/programmes to foster a culture of "service and team work" within the Unit;
- Examines the Department's Corporate Plan, directives and relevant reports to inform the development of the Organizational Development Framework and Plan; Assesses internal and external Audit Reports and identifies issues to inform the Annual OD Strategy and Plan;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Provides guidance/advice to the Commissioner, on matters relating to policy issues;

- Identifies policy gaps and recommends policy options to the Senior Directors;
- Represents the Department at meetings, seminars and special Committees as directed.

***Technical/Professional:  
Modernisation and Reform***

- Provides leadership for the modernization initiatives within the Department;
- Collaborates with the Ministry of National Security (MNS) and the Cabinet Office to ensure that the Modernization Agenda of the DCS is in accordance with Government of Jamaica's plans and programmes;
- Participates in and promotes the Corporate Planning process and supports the implementation of the modernization and reform initiatives;
- Supports the management of the Performance Management process and other reform initiatives;
- Consults with the Senior Management Team and derives strategic objectives and priorities to inform the Annual OD Strategy and Plan.

***Strategic Organizational Development:***

- Conducts research studies of physical work environments, organizational structures, communication systems, group interactions, morale, and motivation in order to assess organizational functioning;
- Leads strategic reviews of the DCS systems, processes, structure and organizational arrangements;
- Documents and follows up on areas in need of strengthening in terms of structure, systems and processes to inform the OD Planning Process Reviews and approves charts of existing and proposed organizational structures;
- Develops specific recommendations/solutions to problems identified, including changes in organization and dimension of work boundaries, and relationships regarding:
  - ✓ Authority and accountability;
  - ✓ Functional and Organizational Structure;
  - ✓ Span of control ;
  - ✓ Channel of coordination and communication;
  - ✓ Existing Legislation;
  - ✓ Manpower utilization;
  - ✓ Forms;
  - ✓ Office layout;
- Examines the operations and workflow of the selected functional areas to determine systemic weaknesses (e.g. duplication/overlaps, waste) as well as activities that do not add value to the work process;
- Analyzes existing Job Profiles and Descriptions and re-designs where appropriate and/or evaluates the jobs;
- Reviews and approves new and revised Job Descriptions
- Analyzes job requirements and content in order to establish criteria for classification, selection, training, and other related personnel functions;
- Leads or as part of Project Team, the engineering/re-engineering of business processes; organizational re-design; the implementation of Human Resource requirements and transition arrangements; the development of specific functions such as HRM, Policy Development; implementation of programmes for capacity development; culture and Change Management processes;
- Makes recommendations for performance improvement; developing specific solutions to identified problems, including:
  - ✓ Changes in the Organization and Division of work;
  - ✓ Boundaries and relationships regarding authority and accountability;
  - ✓ Organizational structures, spans of control, channels of co-ordination and communication;
  - ✓ Reporting, control and appraisal; operating methods and procedures and the duties and authorization of individual positions;
- Develops interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.

***Change Management:***

- Designs a programme to infuse the culture of 'managing for results' in the Correctional Services in order to enhance the capacity of the organization to meet stated objectives.
- Implements activities and communication within the Department that articulates:
  - ✓ A comprehensive understanding of the OD Function;
  - ✓ The Annual OD Programme and Plan;
  - ✓ OD Framework and Strategy;
- Leads or participates in presentations to internal and external stakeholders on findings and recommendations emerging from management reviews to obtain buy-in and commitment to implementation;

- Leads or participates in presentations to internal and external stakeholders on findings and recommendations emerging from management reviews to obtain buy-in and commitment to implementation;
- Provide strategic advice, recommendations and effective management support to Senior/Executive Management on appropriate organizational development and change management issues at the Unit and Divisional levels;
- Facilitates Workshops and other interventions for the collection of information and the identification of issues affecting the optimization of performance within the DCS;
- Facilitates the roll-out of Modernization and Change Management initiatives under the DCS Transformation and Modernization Programme;
- Provides Change Management input for all projects and programmes;
- Provides Strategic advice to the Senior Directors on project determination, initiation, execution and delivery;
- Reviews and quality assures Change Management deliverables produced by Team Members;
- Advises the Senior Directors on the development of clear proposals for the implementation of new initiatives, including the identification/clarification of deliverables, implementation modalities, and the design of Change Management Strategies and Plans (Communication, Change Management, Risk, Human Resource transitioning).

***Risk Management:***

- Assists with Risk Management for internal projects and programmes; identifies complex issues related to change management and implementation needing to be addressed; advises Senior Directors on issues and risks requiring remedial action and makes recommendations;
- Advises management concerning personnel, managerial, and other policies and practices and their potential effects on organizational effectiveness and efficiency;
- Writes reports on research findings and implications in order to contribute to general knowledge and to suggest potential changes in organizational functioning;
- Studies internal customers'/public's/staff's reactions to new systems, processes, policies and communication efforts, using surveys and tests;
- Analyzes data, using statistical methods and applications, in order to evaluate the outcomes and effectiveness of workplace programmes;
- Establishes stakeholder relationships to obtain buy-in at all levels within the DCS and with external stakeholders, such as Trade Unions;
- Leads the development of mechanisms for monitoring customer feedback and measuring customer satisfaction with the impact of modernization initiatives.

***Policy Management:***

- Collaborates with the Commissioner of Corrections, in determining policy priorities in relation to the modernization of the Correctional Services;
- Leads the development of policies relevant to the modernization initiatives at the Department level for inclusion in higher level policy consistent with priorities of Government as may be required;
- Directs the development of key indicators to measure the performance of policies and programmes being implemented to support modernization initiatives;
- Guides the development of evaluation tools in determining the effectiveness of policies and plans that support the modernization initiatives;
- Collaborates with key stakeholders and other resource persons to analyze and review specific policies and modernization initiatives, and advises the Commissioner of Corrections of possible implications, views and reactions before implementation;
- Analyzes and projects trends in the Correctional operations which will necessitate the need for the development of new policies, processes and programmes to address issues in the delivery of corporate, rehabilitation and security services;
- Determines, in collaboration with the Legal Officer, where legislative changes are necessary to allow for policy changes required to implement modernization initiatives.

***Human Resource Management:***

- Provides leadership to staff through effective objective setting, delegation and communication;
- Identifies and manages the developmental and welfare needs of reports;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals, and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination in accordance with established Human Resource policies and procedures;
- Recommends Vacation Leave and approves Sick and Departmental Leave;
- Recommends disciplinary action in keeping with established Human Resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;

- 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;
- Motivates employees to achieve peak productivity and performance;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains an environment that fosters a culture of teamwork, employees' empowerment and commitment to the unit and the organization's goals;
- Organizes workshops and other developmental programmes for staff in keeping with agreed guidelines;
- Coaches and develops the competencies of personnel;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated.

**Other:**

- 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**

**Core:**

- Excellent oral and written communication skills;
- Excellent critical thinking and analytical skills;
- Effective report writing skills;
- Ability to prioritize amongst conflicting demands;
- Training and facilitation skills;
- Strong leadership skills;
- Excellent quantitative and qualitative research skills
- Good interpersonal and people management skills;
- Good problem-solving and decision-making skills;
- Project management and risk management skills;
- Ability to work on own initiative;
- Ability to work in a team;
- Excellent planning and organizing skills.

**Technical:**

- Organizational behaviour/organization development knowledge, policy development, risk management and change management intervention skills;
- Practical knowledge of the applied use of information technology and productivity software, such as Microsoft Office;
- Sound knowledge of project management methodologies;
- Strategic Vision;
- Ability to manage external relationships;
- Excellent leadership and people management skills;
- Impact and influence;
- Financial and Business Acumen;
- Excellent social skills;
- Methodical.

**Minimum Required Qualification and Experience**

- Master's Degree in Human Resource Management, Business/Public Administration/Public Sector Management, Economics;
- Supervisory Management training and experience;
- Specialized training in Management Consultancy/Analysis and Project Management;
- Specialized training in Policy/Corporate Planning, Performance and Evaluation Methodology;
- Seven (7) years of relevant management experience.

**Special Conditions Associated with the Job**

- Required to be the holder of a valid Driver's License and a reliable motor vehicle;
- May be required to work beyond the normal working hours;

- Exposure to high-risk environment within Correctional Facilities and their environs;
- Extensive degree of travelling required on a periodic basis to all areas of operations and all work sites island-wide;
- Participation in retreats/meetings outside of normal working hours;
- May be required to travel locally and internationally.

## **2. Senior Public Procurement Officer (GMG/SEG 1)**

### **Job Purpose**

The incumbent will be responsible for providing technical support, specific to but not limited to the drafting of Framework Agreements/Contracts for the Public Procurement Branch. The Senior Public Procurement Officer will assist in the procurement processes required for the acquisition of goods and services essential for the operation of the DCS. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures.

### **Key Responsibilities**

#### ***To manage/minimize supply chain risk by developing Framework Agreements/Contracts for several highly sensitive security areas:***

- Drafts procurement Framework Agreements and contracts in keeping with Public Procurement Guidelines;
- Oversees the Tender Process leading to the selection of a contractor;
- Guides and assists with the procurement process of all major construction works and large-scale procurement of goods and services;
- Contracts preparation and administration;
- Responds to the oversight bodies, Parliament, Integrity Commission, etc.;
- Prepares submissions to the Public Procurement Commission;
- Prepares submissions to the Permanent Secretary;
- Presents submissions at the different tiers of approval example: Procurement Committee meetings, Sector Committees;
- Prepares Tender documents for dissemination to prospective bidders for the various strategic projects of the Ministry.

#### ***To manage the procurement process efficiently and effectively in furtherance of the organizational goals:***

- Drafts Bidding Documents for review by the Director, Public Procurement;
- Prepares documents for Bid Evaluation to the Procurement Committee;
- Conducts Tender Evaluation Sessions;
- Prepares Tender Evaluation Reports;
- Notifies contractors of successful bids;
- Drafts contracts for successful bids;
- Monitors the deliverables of each contract awarded.

#### ***To provide accurate and timely advice on procurement matters to all internal stakeholders and external stakeholders, as required:***

- Interprets contract provisions and reviews contracts for accuracy and to facilitate changes prior to bid and renewal;
- Prepares and submits reports to the relevant authorities, eg. National Contracts Commission, Sector Committee, Office of the Contractor General, etc.;
- Provides technical support to the Director, Public Procurement on major projects eg: procurement of motor vehicles, etc.;
- Prepares and submits weekly reports and updates on projects assigned;
- Compiles and prepares project data from the Procurement Officers and submit to the Director, Public Procurement for weekly meetings.

#### ***To oversee and manage the procurement of goods, consulting-services and non-consulting services to ensure value for money in accordance with the relevant policies and guidelines:***

- Identifies and evaluates sources of supply;
- Provides guidance regarding the tender evaluation process and guides the recommendations through the approval process;
- Reviews and evaluates performance of suppliers;
- Prepares Cabinet submissions for contracts within the value threshold stipulated by the Procurement Policy;
- Liaises with suppliers and assists in resolving discrepancies on a timely basis;
- Liaises with suppliers on status of submissions and related queries;

- Follows up on payments for goods and services;
- Performs any other assigned duties 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**

- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Outstanding knowledge of Government Procurement guidelines;
- Knowledge of Government Protocol and the Budget processes;
- Good knowledge of the stipulations of the FAA Act;
- Sound knowledge of Bidding and Tender process;
- Good knowledge of Contract Management;
- Excellent research and consultation skills;
- Ability to work well under pressure;
- Proficiency in the use of Microsoft Office Suite.

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

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years related work experience in procurement of goods and services.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years related work experience in procurement of goods and services.

**OR**

- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Five (5) years related work experience in procurement of goods and services.

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

- May be required to work beyond normal working hours and on weekends;
- Visit suppliers to determine the quality of goods to be procured;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Critical deadlines for completion of tasks;

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

### **Job Purpose**

The Public Procurement Officer under the general supervision of the Director 3, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Department. 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**

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

- 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 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 preparing Request for Proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting 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 within 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 times etc.) and communicate results internally and externally, as necessary;
- Checks invoices to ensure correct price, follows 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, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the General Consumption Tax office 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;
- Performs any other assigned duties 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*****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:***

- Good oral and written communication skills;
- Integrity;
- Good interpersonal relations;
- Teamwork and co-operation;
- Ability to use own initiative;
- Good 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 or in a related field.

**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;


Applications accompanied by résumés should be submitted **no later than Tuesday, 23<sup>rd</sup> July, 2024 to:**

Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
2<sup>nd</sup> Floor, 5-7 King Street  
Kingston

Email: [career@dcsjm.gov.jm](mailto:career@dcsjm.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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer