



## **THE DEPARTMENT OF CORRECTIONAL SERVICES**

Seeks **QUALIFIED** applicants to fill the following positions:

### **DATABASE ADMINISTRATOR (MIS/IT 4)**

**Salary Scale:** (\$1,406,073 - \$1,671,378) per annum

The Ideal Candidate **Must** have a:

- ✓ B.Sc. Degree in Computer Science from a recognized tertiary institution.
- ✓ Training in Management/Administration.
- ✓ Four (4) years working experience in the field of Database Administration.
- ✓ Knowledgeable in the use of SQL, Oracle or Microsoft Access.

### **ADMINISTRATIVE ASSISTANT (GMG/AM 3)**

**Salary Scale:** (\$1,010,480 - \$1,201,144) per annum

The Ideal Candidate **Must** have a:

- ✓ First Degree in Administrative Management **or**
  - ✓ Certificate/Diploma in Secretarial Studies **or**
  - ✓ Administrative Management Level 2 from a recognized institution.
- And**
- ✓ Executive Secretaries Course - **MIND**.
  - ✓ Four (4) years or more secretarial/administrative experience in related field.

Applications accompanied by resume should be submitted **no later than Friday, March 9, 2018 to:**

**Senior Director, HRM & Administration  
Department of Correctional Services  
5-7 King Street, Kingston  
or  
Email: [hrm@dcs.gov.jm](mailto:hrm@dcs.gov.jm)**

**NB: Only shortlisted applicants will be contacted.**