



The Department of Correctional Services

Applications are invited from suitably qualified persons to fill the following post within the Department of Correctional Services:

1. PRINCIPAL, CARL RATTRAY STAFF COLLEGE (GMG/SEG 1)

Salary Scale: (\$1,206,296 - \$1,433,907) per annum and all other applicable allowances.

JOB PURPOSE:

Under the general direction of the Director, Human Resource Development, the incumbent is responsible for the efficient operation of the Staff College. He/She should ensure that qualified and suitable instructors are in place to deliver selected training programmes that are in keeping with the mandate of the Department's key responsibility areas.

DUTIES AND RESPONSIBILITIES:

Management/Administrative

- * Ensures that the rules of the college are made known to staff members and trainees and that sanctions are in accordance with the Department's standard operational procedures.
- * Establishes network relationships with relevant external agencies eg. HEART/NTA and other tertiary academic and training institutions.
- * Attends meetings/seminars/conferences and makes presentations when required.
- * Prepares monthly reports concerning activities being carried out at the college.
- * Develops the unit's corporate and operational plans and budget.
- * Monitors the progress of all trainees and keep relevant records.

Technical/Professional

- * Develops and implements a business plan to provide training programmes to participant's external of the organization, thereby creating an opportunity to earn additional financial resources.
- * Develops, implements and monitors all training programmes for the efficient utilization of the institution's resources.
- * Collaborates with the Director of HRD/Training in order to prepare a curriculum and training plan for prescribed training programme.
- * Manages the use and maintenance of the College's facilities in order to provide a clean, orderly and safe environment.
- * Ensures that the required training materials to support instructors are made available in a timely manner.
- * Prepares cost estimates for programmes activities and manages all monetary affairs of the college.
- * Reviews presentations of presenters/lectures and makes appropriate recommendations.
- * Coordinates the training for new recruits Correctional Officers and Probation Aftercare Officers.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- * Bachelor's Degree in Education or any other related field
- * Certificate in Teaching
- * At least three (3) years' experience at the supervisory level in a Secondary Institution.

Applications accompanied by resume should be submitted no later than Tuesday, October 31, 2017 to:

Senior Director, HRM/Administration
Department of Correctional Services
5-7 King Street, Kingston
or
Email: hrm.dcsj@cwjamaica.com

NB: Only shortlisted applicants will be contacted.