



The Department of Correctional Services

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

1. TECHNICAL COORDINATOR (GMG/SEG 2)

Salary Scale: (\$1,730,109 - \$2,056,555) per annum and all other applicable allowances.

JOB PURPOSE:

Reporting directly to the Commissioner of Corrections, the incumbent is responsible to provide assistance in directing and controlling the office administrative functions, so as to ensure effective coordination, monitoring, management and implementation of all activities of the Office of the Commissioner, and to ensure that the related responsibilities of the Commissioner are executed efficiently.

DUTIES AND RESPONSIBILITIES:

- * Monitors and oversees response to various Public Bodies such as the Auditor General, of the Children's Advocate, INDECOM, Attorney Generals Chamber, Public Defender, National Contracts Commission and the Office of the Contractor General ensuring prompt and accurate information.
- * Monitors and oversees responses to questions raised in the House of Representatives, motions raised in the senate, ensuring that responses conform to required format and the Commissioner is provided with accurate information.
- * Guides the development, implementation and maintenance of appropriate communication, information management and records management systems that facilitate timely and accessible information from the Office of the Commissioner.
- * Interacts/Network directly with Ministries, Departments and Agencies to elicit feedback on matters affecting the DCS and to ensure that matters in relation to the work of the DCS are expeditiously addressed.
- * Reviews and assesses the output of the Office of the Commissioner against corporate/operational plans and makes recommendation for adjustments where necessary changes are needed.
- * Ensures that all administrative matters for the Office of the Commissioner are administered effectively and makes recommendation for improvements as may be required.
- * Ensures that all performance reports are prepared and reviewed for the attention of the Commissioner.
- * Leads in the formulation of operational and work plans for the Office of the Commissioner.
- * Process matters which are presented for the attention of the Commissioner of Corrections and ensure accurate and timely action.

Supervisory:

- * Established and maintain systems to foster a culture of service and teamwork within the office of the Commissioner.
- * Performs any other related duties that may be assigned.

CORE/TECHNICAL COMPETENCIES:

- * Ability to exercise sound judgement and conviction of purpose in unfavourable and unpopular situations
- * Demonstrates sound personal and professional integrity reflecting high ethical and moral values
- * Proficiency in the use of Microsoft Office suite computer applications
- * Ability to multitask, work under pressure and meet tight deadlines
- * High level of confidentiality, diplomacy and initiative
- * Strong proposal writing and business planning skills
- * Good leadership, management, planning and organizing skills
- * Strong communication and interpersonal skills
- * Sound knowledge of data analysis
- * Excellent writing skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- * BSc. Business Administration with a major in Accounting
- * Five (5) years middle management experience in the public or private sector in an organization of similar size and complexity
- * Paralegal certificate or training will be an asset

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.