



## ***The Department of Correctional Services***

Applications are invited from suitable qualified persons to fill the post of **ASSISTANT SUPERINTENDENT (NC/NC 1)** at the Metcalfe Street Secure Juvenile Correctional Centre & Hill Top Juvenile Correctional Centre:-

### **JOB PURPOSE:**

Reporting to the Superintendent, the incumbent as a member of the management team is responsible for the safe custody of wards, attending to their welfare and providing rehabilitative opportunities in a secured and safe environment and in keeping with the Corrections and Childcare Protection Acts. In addition, the officer assists the Superintendent whenever required.

### ***Duties and responsibilities:***

- \* Observes the behaviour and general demeanor of Officers and Wards and take steps to diffuse all incidents that could result in confrontation and subordination and report all such matters to the Superintendents;
- \* Ensures frequent and timely searches of dormitories, wards personnel properties as well as visitors and vehicles entering and leaving the Institution;
- \* Ensures that wards are treated fairly and humanely and that complaints are dealt with and resolved expeditiously;
- \* Details and provides guidance to uniformed officers to ensure adherence to the rules and regulations of the Department;
- \* Ensure Standard Operational Procedures are observed in the release and admission of wards;
- \* Manages the Institution in the absence of the Superintendent or when detailed to do so;
- \* Ensures the proper supervision and escort of Wards to external facilities;
- \* Records daily occurrences and provides daily reports to the Superintendent;

### **KEY OUTPUTS:**

- \* 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.
- \* Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- \* Ensures the welfare and developmental needs of staff are clearly identified and addressed.

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- \* BSc. in Social Sciences, Social Work, Criminology, Offender Management or similar training from a recognized Institution;
- \* Three (3) years experience working with children.
- \* Computer literate;

**Remuneration**

Emoluments in accordance with Government of Jamaica rates

**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](mailto:hrm.dcsj@cwjamaica.com)

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