



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the position of **DISCIPLINE AND ADJUDICATION MONITORING OFFICER** “Two (2) years Contract” in the **Employee Relations Section, Human Resource Management and Administration Division** with salary \$3,094,839 per annum.

#### **JOB PURPOSE**

The Discipline and Adjudication Monitoring Officer is responsible for providing support to the Employee Relations, Occupational Health and Safety Unit to aid with the management of the Disciplinary Portfolio, with specific emphasis on Discipline and Adjudication Monitoring.

#### **KEY RESPONSIBILITIES**

- Monitors the adjudication processes within the Department.
- Monitors the adjudication processes concerning the twenty-one (21) Minor Offences with respect to Correctional Officers within all Correctional Facilities.
- Conducts research on international best practices, laws, rules, regulations, which governs adjudication of disciplinary matters in Correctional Facilities and provide requisite guidance to this end.
- Manages disciplinary cases, as it relates to charges laid against Correctional Officers who breach the relevant acts, rules and regulations and standard operating procedures.
- Reviews statements, reports, queries and prepare charges.
- Prepares cases to go before the Department of Correctional Services Disciplinary Committee.
- Arranges Disciplinary Hearings.
- Liaises with the Ministry of National Security’s Legal Unit to provide guidance on charges to be laid against Department Staff, who contravene the rules and regulations and various authorities, which govern their employment.
- Liaises with the Office of the Services Commissions Legal Unit for guidance on how to treat with breaches committed by Department Staff.
- Researches and provides guidance to the Department on best practices in treating with new threats to discipline in Correctional Facilities.
- Researches and develops a Flow Chart for the Adjudication of breaches committed by Correctional Staff.
- Work in tandem with the Custodial Services Division to arrange adjudication training for all Superintendents “A”.

#### **Other Responsibilities:**

- The incumbent may, from time to time, be 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**

- Sound knowledge of:
  - The Public Service Regulations, 1961
  - The Staff Orders for the Public Service, 2004
  - Corrections Act, 1985
  - Correctional Institution Rules and Regulations, 1991
- Excellent Analytical Skills
- Excellent oral and written communication skills at all levels
- Excellent planning and organizing skills

- Ability to conduct research, gather, reproduce and present information as required
- Must be quality- oriented and attentive to details
- Excellent interpersonal skills
- Excellent negotiating skills
- Good presentation skills
- Technologically savvy/computer literate

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Criminology or related field;
- At least three (3) years related working experience;
- Previous experience in working in Correctional Facilities would be an asset.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal office conditions;
- May be required to work beyond normal working hours and away from office;
- Pressured working conditions with numerous critical deadlines;
- Prolonged use of computer;
- May be required to work on weekends and public holidays;
- Exposure to high-risk environment within Correctional Facilities and their environs.

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Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street,  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**