



## 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 **POLICY AND STANDARD OPERATING PROCEDURES DEVELOPMENT ASSISTANT “Two (2) years Contract”** in the **Executive Office** with salary \$3,780,000 per annum.

#### **JOB PURPOSE**

The Policy & Standard Operating Procedures Development Assistant will work closely with the Policy and Standard Operating Procedures Development Specialists to provide high-level technical and administrative support in the management and coordination of activities related to the Department of Correctional Services (DCS).

#### **KEY RESPONSIBILITIES**

- Provides support for the development of a Reference Inventory System, for all current and new Policies and SOP's within the Department;
- Coordinates the daily functions of the Unit;
- Manages all communication within the Unit;
- Undertakes research to support the preparation of documents;
- Develops Interview questions in tandem with the information needed on a subject matter;
- Analyses data collected communicates findings to relevant officers;
- Administrative services provided efficiently and effectively.

#### **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**

- Knowledge of:
  - Qualitative Research
  - Quantitative Research
  - Confidentiality and integrity of the Unit exercised.
  - Good analytical skills and sound judgment.
  - Good interpersonal and communication skills (Oral and Written).
  - Adequate filing and record Management systems are implemented within the agreed timeframe.
  - Information readily returned and disseminated within an agreed timeframe.
- Research and Analysis skills;
- Strong organizational and management skills;
- Good oral and written communication skills;
- Ability to derive interview questions based on the needs identified;
- Ability to complete a task in the specified time;
- Must be quality- oriented and attentive to details;
- Excellent knowledge of office administration;
- Excellent report writing skills;
- Good interpersonal skills;
- Technologically savvy/ computer literate.

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

- Bachelor's Degree in Public Management, Business Administration or equivalent;
- At least three (3) years related work experience;

- Previous experience in working in Correctional Facilities would be an asset.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- High stress office environment;
  - Required to travel locally in the execution of duties;
  - Maybe required to work on weekends and public holidays;
  - Will be subjected to ongoing security vetting.
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Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
UDC Building, Block 4  
Shop 13-15  
12 Ocean Boulevard  
Kingston**

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