



## 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 SPECIALIST “Two (2) years Contract”** in the **Executive Office** with salary \$5,600,000 per annum.

#### **JOB PURPOSE**

The Policy and Standard Operating Procedures Development Specialist; under the direct Supervision of the Commissioner of Corrections, will develop policies and standard Operating Procedures necessary to aid the Department of Correctional Services in achieving a structured and systematic method of management of all facets of the Department.

#### **KEY RESPONSIBILITIES**

- Provides necessary guidance to the Office of the Commissioner of Corrections, on Policy and Standard Operational Procedures (SOP) development matters.
- Conduct research on the current Policies and Standard Operating Procedures, and identify gaps, both from a Departmental and Institutional standpoint.
- Develops Policies and SOPs for both the Department and Correctional Institutions.
- Develops a Reference Inventory System to allow for the effective and efficient documentation and management of all Policies and SOPs.
- Liaise with the Deputy Commissioner of Corrections, or her designate to garner feedback and support as necessary.
- Research existing Policies and SOPs and identify gaps, as well as recommend best practices.
- Visit Correctional Institutions, and conduct research on the current processes, for which it is likely that Policies and SOPs will be developed.
- Conduct a review of the current processes within the Department and recommend necessary Policies and SOPs, for remedial action.
- Identify outdated and archaic documents and recommend review as necessary.
- Consult with resource personnel to solicit necessary feedback to guide the process.
- Investigate best practices in other jurisdictions, to guide the process.
- Make recommendations concerning improvement to procedures and processes within the Department.
- Draft Policies and SOPs as necessary.
- Develop Reference Inventory System for all Policies and SOPs within the Department.

#### **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:
  - The Public Service Regulations, 1961
  - The Staff Orders for the Public Service, 2004
  - Corrections Act, 1985
  - Correctional Institution Rules and Regulations, 1991
  - Standard Operating Procedures governing the Department of Correctional Services
- Knowledge of the systems and processes of the Department and Correctional Facilities.
- Possess a working knowledge of the operations of the Correctional Institutions.

- Have excellent Analytical Skills.
- Possess the skill and competency to draft Policies and Standard Operating Procedures, SOP's.
- Ability to complete a task in the specified time.
- Ability to conduct research, gather, reproduce and present information as required.
- Must be quality- oriented and attentive to details.
- Ability to express an idea clearly in writing.
- Technologically savvy/ computer literate.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Master's Degree in specified or related occupational skill area;
- Ten (10) years Departmental/Institutional knowledge;
- 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.**