



**DEPARTMENT OF CORRECTIONAL SERVICES**  
**CAREER OPPORTUNITY**  
**ASSISTANT SUPERINTENDENT - VACANT**

The Department of Correctional Services invites applications from suitably qualified candidates for the post of **Assistant Superintendent** within the **Juvenile Services Branch, Custodial Services Division**. The salary for this position ranges from **\$3,501,526 - \$4,266,269** per annum and any allowance applicable to the post.

We are seeking a disciplined, professional, and results-oriented Assistant Superintendent to support the management and supervision of wards within a secure custodial environment. The successful candidate will be responsible for ensuring the safe custody, supervision, and welfare of wards, while facilitating rehabilitative and developmental opportunities in accordance with established policies and procedures.

**KEY RESPONSIBILITIES**

**Managerial/Administrative:**

- Ensures that wards are treated fairly and humanely and that complaints are dealt with and resolved expeditiously.
- Manages the Institution in the absence of the Superintendent or when detailed
- Guides the development of Operational and Work Plans.
- Prepares annual performance evaluation of direct reports.
- Conducts internal investigations as the need arises.
- Maintains records of daily occurrences and prepares timely reports on institutional operations for the Superintendent..

**Technical/Professional:**

- Oversee the education programmes within the institutions.
- Provide support for rehabilitation programmes within the institutions.
- Liaise with the senior uniformed staff in ensuring the development and adherence to security and safety plans for wards and staff.
- Provides guidance to staff to ensure adherence to the rules and regulations of the Institution.
- Ensures that appropriate action is taken to address any weakness or breach of security.
- Ensures that the physical, social, psychological and educational needs of each Ward are met.
- Ensure Standard Operational Procedures are observed in the release and admission of wards.

**Human Resource Management:**

- 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 delegations, communication, mentoring, training and coaching.

- Establishes and maintains an environment that fosters a culture of teamwork, employee empowerment and commitment to the Institution's and Organization's goals.

**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**

**Core:**

- Excellent leadership skills
- Excellent teamwork skills
- Excellent planning and organizing skills
- Excellent oral and written communications skills
- Excellent analytical, diagnostic, conflict and strategic management skills
- Good interpersonal and people management skills
- High ethical and professional conduct
- Sound counseling skills

**Technical:**

- Principles of long-range planning, Human Resource Management and Labour relations.
- Sound knowledge of Corrections and Childcare and Protection Acts.
- Proficiency in the use of relevant computer applications.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- First Degree in Social Work, Criminology, Offender Management from a recognized Institution.
- Three (3) years' experience working with children.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Exposure to high-risk environment within Correctional Facilities and their environs.
- On call to respond to crisis intervention on 24 hours, 7 days per week basis.
- Exposure to heightened security risk.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, May 15, 2026** to the:

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

Email: [career@dcsjm.gov.jm](mailto:career@dcsjm.gov.jm)

**Subject: Assistant Superintendent**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.**

**The Department wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Department.**