



DEPARTMENT OF CORRECTIONAL SERVICES
CAREER OPPORTUNITY
TECHNICAL COORDINATOR [GMG/SEG 1] - VACANT

We invite suitably qualified, motivated and service-oriented professionals who are committed to excellence and innovation in public service to apply for the post of **Technical Coordinator** within the Custodial Services Division. The salary for this position ranges from **\$3,501,526 - \$4,709,163** per annum and any allowance applicable to the post.

The ideal candidate should possess strong organizational skills, with the ability to coordinate custodial operations, monitor service standards and ensure compliance with established policies, procedures and health and safety requirements.

KEY RESPONSIBILITIES

Technical/Professional:

- Leads in the formulation of operational and work plans for the Office of the Deputy Commissioner;
- Ensures that all performance reports are prepared and reviewed for the attention of the Deputy Commissioner;
- Reviews and assesses the output of the Office of the Deputy Commissioner against corporate/operational plans and makes recommendations for adjustments where necessary changes are needed;
- Guides the development, implementation and maintenance of appropriate communication, information management and records management systems that facilitate timely and accessible information from the Office of the Deputy Commissioner;
- Monitors and oversees responses to queries from the Auditor General, Office of the Children's Advocate, INDECOM, Attorney General, Public Defender, National Contracts Commission and the Office of the Contractor General by communicating with relevant DCS officers ensuring the prompt and accurate information and data in consultation with the Planning and Research Unit;
- Quality assures annual reports and other statutory reports for internal and external dissemination;
- Provides analysis and advice to the Deputy Commissioner on matters relating to internal and external affairs;
- Research, prepares and submits reports, briefs, meeting agendas as required;
- Participates in the preparation for visits by state officials and other official events as required;

Managerial/Administrative:

- Ensure that all administrative matters for the Office of the Deputy Commissioner are administered effectively and make recommendations for improvements as may be required.
- Proactively prioritizes conflicting needs/requests ensuring that same are handled expeditiously and are followed through to completion.

- Assist in the coordination of senior and other management team meetings.

Human Resource Management:

- Establishes and maintains systems to foster a culture of service and teamwork within the office of the Commissioner.

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

- Good knowledge of government's system and related operational policies to include government accounting principles, procurement policy guidelines, Staff Order, the FAA act and other financial regulations
- Knowledge of international best practices
- Sound knowledge of data analysis
- Ability to exercise sound judgment and conviction of purpose in unfavorable and unpopular situations
- Ability to interface with state officials and partner /donor agencies
- Demonstrates sound personal and professional integrity reflecting high ethical and moral values.
- High level of confidentiality, diplomacy and initiative
- Proficiency in the use of Microsoft Office suite computer applications
- Strong proposal writing and business planning skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Business Administration, Management Studies, Public Administration or related discipline from a recognized tertiary institution;
- Five (5) years' middle management experience in the public or private sector in an organization of similar size and complexity;
- Certificate in Paralegal or training would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- High stress office environment
- Travel locally in the execution of duties, if required
- Will be subjected to ongoing security vetting

Interested persons should forward their applications and résumés **NO LATER THAN Friday, June 19, 2026** to the:

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

Email: career@dcsjm.gov.jm

Subject: Technical Coordinator

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.