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CIRCULAR No. 36
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2nd February, 2018

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill the following vacant posts in the **Human Resource Management and Administration Department, Office of the Director of Public Prosecutions**, as detailed in the attached Vacancy Notice:

- **Performance Management and Appraisal Officer (GMG/SEG 1) – for one (1) year**, salary range: \$1,348,545 - \$1,602,996 per annum and the applicable allowance(s) attached to the post;
- **Human Resource Officer (GMG/AM 3)**, salary range: \$1,010,480 - \$1,201,144 per annum and the applicable allowance(s) attached to the post;
- **Administrative Secretary (OPS/ADS 1)**, salary range: \$981,104 - \$1,166,224 per annum;
- **Senior Secretary (OPS/SS 3) – (6 posts)**, salary range: \$828,588 - \$984,930 per annum;
- **Librarian (PIDG/LB 3)**, salary range: \$1,236,927 - \$1,470,318 per annum;
- **Records Officer 1 (PIDG/RIM 2)**, salary range: \$640,392 - \$761,225 per annum.

Applications accompanied by résumés should be sent to **no later than Friday, 16th February, 2018** to:

Director of Public Prosecutions
Office of the Director of Public Prosecutions
P.O Box 633
Kingston

Email: employment@dpp.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

M. Martinez (Mrs.)
for Chief Personnel Officer (acting)