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23rd January, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Deputy Commissioner, Rehabilitation and Probation Aftercare (GMG/SEG 6)** in the **Department of Correctional Services**, salary range \$3,547,018 - \$4,216,290 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Commissioner of Corrections, the Deputy Commissioner, Rehabilitation and Probation Aftercare (GMG/SEG 6) oversees the Rehabilitation and Probation Aftercare services within the Department. The incumbent also plans, directs, monitors and evaluates the implementation of Strategic plans to ensure they are in alignment with state priorities.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Leads the development of the strategic direction of the Division;
- Leads the development and implementation of the Division's Operational Plan and Budget;
- Provides technical advice on issues of Probation Aftercare and Rehabilitation to the Commissioner;
- Develops implements and enforces policies and procedures to guide the operations of the Division;
- Prepares and submits periodic Performance Review Reports and other specialized reports as required;
- Oversees the development and maintenance of a database on the Division's activities;
- Oversees the planning, development and implementation of appropriate Rehabilitation programmes and projects in keeping with the aims and objectives of the Department;
- Participates in all matters of national importance as it relates to Offender Management and Reform of the Justice System;
- Liaises with key stakeholders to facilitate high level involvement in the development and execution of the Division's programmes;
- Conducts research on international trends in Corrections Science to assist in the development of rehabilitation strategies which are current and appropriate;
- Keeps abreast of trends and changes in the Criminal Justice System Offender Management Strategies and makes recommendation for changes where necessary, to enhance the Department's planning and programmes;
- 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 attain established personal and/or organizational goals;
- Establishes and maintains an environment that fosters a culture of teamwork, employee empowerment and commitment to the Division and organization's goals.

Required Knowledge, Skills and Competencies

- Ability to design, write and effectively communicate the requirements of complex processes to those involved in their implementation
- Sound understanding of Criminal Justice System, the relevant Acts/Laws and other regulations
- Knowledge in Human Growth Development and factors contributing to Crime and Violence
- Knowledge of Rehabilitation and Probation Aftercare Services

- Excellent oral and written communication skills and strong persuasive presentation skills
- Excellent analytical, diagnostic and constructive thinking skills
- Good interpersonal and people management skills
- Excellent planning and organizing skills
- Strong leadership skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Post Graduate Degree in Criminology or related discipline from a recognized University;
- Project Management Professional Certification;
- At least five (5) years' experience in a Senior Management position.

Applications accompanied by résumés should be submitted **no later than Monday, 5th February, 2018 to:**

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

Email: hrm@dcs.gov.jm

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**