

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

Career Opportunities

The Office of the Director of Public Prosecutions is inviting applications from suitably qualified persons to fill the following posts in the Human Resource Management and Administration Department.

1. **Performance Management and Appraisal Officer - (GMG/SEG1) – for one (1) year;**
2. **Human Resource Officer (GMG/AM3);**
3. **Administrative Secretary (OPS/ADS 1);**
4. **Senior Secretary (OPS/SS 3)- (6 Post);**
5. **Librarian (PIDG/LB 3);**
6. **Records Officer (PIDG/RIM 2).**

1. **Performance Management and Appraisal Officer (GMG/SEG1) – one year**

Job Purpose:

Under the general guideline of the Director, Human Resource Management and Administration, the Performance Management and Appraisal Officer will plan and undertake by working with and through staff members at all levels, the activities necessary to support the development, maintenance, monitoring and internal assessment of the Performance Management and Appraisal System within the Ministry and its Agencies. He/She ensures that the stipulated framework and guidelines developed to ensure proper linkage between the Performance Management Appraisal System (PMAS) and organizational performance management and reward and recognition systems in each entity, are adopted/adapted, instituted and observed in principle and practice.

Key Responsibilities:

Technical/Professional:

Corporate and Operational Planning

- Participates in the Operational Planning activities of the Office to gain a full understanding of the Mission and Objectives of the Office to inform the activities of the Human Resource Management and Administration (HRM&A) Department in providing guidance to line managers and staff in completing their Divisional/Unit and Individual PMAS Work Plans and other related requirements of the PMAS;
- Develops an Annual Work Plan for the oversight of the operation of the PMAS.

System Development and Change Management

- Develops, in collaboration with the Director, HRM&A and staff members, a project plan for the development of PMAS in the Office of the Director of Public Prosecutions, and manages/supports the designated project team through to implementation;
- Ensures knowledge of the PMAS through the design and conduct of PMAS sensitization sessions within the Office;
- Develops and executes PMAS related change management initiatives in collaboration with the Director, HRM&A, managers and supervisors;
- Facilitates Unit Work Plan sessions as necessary;
- Reviews samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures in keeping with the guidelines;
- Develops customized PMAS material for employee orientation sessions;
- Participates in the delivery of training for newly appointed staff and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors.

Administrative:**Monitoring and Compliance**

- Agrees on the timetable for PMAS related activities over a given financial year and ensures that all staff members are advised;
- Works with managers and supervisors to ensure that PMAS Work Plans are completed for all relevant staff members within the agreed timeframe;
- Monitors compliance with the conduct of interim evaluations and provides guidance as necessary;
- Ensures that Performance Appraisals for all relevant staff members are completed on an annual basis;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of development plans as an important aspect of performance management;
- Ensures that Performance Appraisal Records are properly maintained;
- Maintains a confidential register of performance ratings and applicable pay awards/sanctions;
- Extracts required employee records for the audit of the system and provides other support as required for the post;
- Provides Secretarial support to the Employee Performance Management and Appraisal Team (EPMAT).

Recognition and Reward

- Ensures that staff eligible for an increment/award are identified and the Director HRM&A is notified in the stipulated timeframe;
- Participates in the work of the internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Provides guidance to managers on giving recognition and rewards at all level;
- Plans and co-ordinates the arrangement of recognition and reward activities/events level.

Reporting

- Prepares confidential detailed PMAS report on appraisal results for identified authorized users;
- Provides PMAS status reports monthly or as required;
- Prepares Special PMAS related reports as required.

Human Resource Management:

- Leads, prioritizes and monitors the day-to-day operations of the PMAS to ensure the effective management of all inputs and that goals and objectives are being met;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching.

Required knowledge, Skills and Competencies***Core:***

- Demonstrated initiative
- Results oriented
- Effective customer orientation
- Effective problem solving skills
- Effective oral and written communication skills
- Strong Interpersonal skills
- Integrity

Technical:

- Comprehensive and sound knowledge of the PMAS as established in the Guidelines issued by the Office of the Cabinet
- Proficient use of the Microsoft applications (Word, PowerPoint, Excel)
- Strong presentation skills
- Strong coaching skills
- Sound analytical thinking
- Strong change management skills

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Public Management or equivalent professional qualification;
- Four (4) years' experience in a Human Resource Management or management capacity, with specialized training in employee performance management.

Special Condition Associated with the Job

- Participation in retreats/meetings outside of normal working hours may be required from time to time.

2. Human Resource Officer (GMG/AM3)

Job Purpose:

The incumbent will assist in the planning and execution of the programme of activities for the Office of the Director of Public Prosecutions and provide administrative support to the Human Resource Management Department in accordance with established guidelines

Key Responsibilities

Technical/ Professional:

- Assists in organizing and managing the schedule of the Human Resource Manager and monitors and updates planned programmes, appointments and activities;
- Assists in preparing the budget, staff list, Post Audit reports and Data on employment;
- Assists in analyzing submissions/correspondence to the Human Resource Manager and manages their processing, including preparing acknowledgement, initiating investigations and routing to the Ministry;
- Researches and compiles information and reports as required;
- Organizes meetings convened by the Human Resource Manager and plans for attendance of others;
- Ensures the compilation of meeting documents and follow-throughs of post-meeting decisions and actions;
- Assists in maintaining effective liaison with external organizations, individuals and Ministry personnel in facilitating the fulfillment of the role of the Office;
- Assists with the preparations of employment spreadsheets and correspondence for submissions to the Ministry of Justice under delegation of functions;
- Pursues appropriate follow-throughs to ensure matters are attended to and appraises the Human Resource Manager accordingly;
- Dialogues and conducts meetings with callers and determines and initiates appropriate actions;
- Researches and compiles information and reports as required;
- Organizes interviews for recruitment of staff;
- Participates in the selection and orientation of office staff;
- Prepares vetting letters for new recruits;
- Ensures that reference checks are done when engagement of new recruit is being considered;
- Monitors the Attendance Register;
- Maintains travel register for relevant staff members monthly;
- Manages leave cards and prepares request for submissions for approvals;
- Participates in planning and organizing official functions and contributes to the arrangement of externally organized workshops;
- Participates in the selection and orientation of office staff;
- Assists with orientation and assignments of summer workers by preparing relevant engagement letters and work sheets;
- Prepares spreadsheet for the engagement of legal interns annually for assignment by Senior Deputy Director of Public Prosecutions and ensure that evaluations are done at the end of the tenure and submitted to Norman Manley Law School;
- Assists with collating Statistical Reports for input to the Annual and Quarterly Reports;
- Assists with maintenance of personal files and records management;
- Assists with the management of vacation, departmental and sick leave and manages the leave roster for all staff members;
- Assists with preparation of service records for all staff members;
- Assists with planning and implementation of staff welfare activities;
- Assists with the management and advising of annual increments due and follow up with supervisors with performance evaluation reports for submission and request payments;

- Assists with the preparation of job letters for junior members of staff;
- Provides guidance/advice to all staff members on Human Resource matters in keeping with approved policies and guidelines;
- Assists with circulating information to all staff members through established channel, Human Resource Bulletins.

Other :

- Assist the Director of Public Prosecutions as requested;
- Performs other related duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and interpersonal skills
- Good problem solving skills
- Is team and results-oriented
- Possesses initiative and tact
- Astute and confidential

Technical:

- Good planning and organizing skills
- Sound background in Administrative or Office Management
- Experienced in working with senior management
- Knowledge of central government operational procedures
- Proficient in the use of standard computer applications

Minimum Required Education and Experience

- Diploma or an Associate Degree in Public Sector Management/Business Administration or related discipline;
- Two (2) years related working experience.
- Certificate in Administrative Management would be an asset

Special Condition Associated with the Job

- May be required to work beyond usual working hours.

3. Administrative Secretary (OPS/ADS 1)

Job Purpose

The Administrative Secretary (OPS/ADS 1):

- provides general secretarial support to the Heads of Units/Team Leader and the Units. The incumbent also provides support for Meetings, Courtesy Calls, social events and a wide range of office support activities;
- projects a professional image through in person and telephone interaction thereby upholding the Office's high standards of service delivery which is considered vital and deserving to visitors, stakeholders and staff;
- seeks to achieve the job purpose by embracing, demonstrating and contributing to the Mission of the Office of the Director of Public Prosecutions.

Key Responsibilities

Technical/Professional:

- Monitors the Head of Unit's/Team Leader's Weekly, Monthly and Annual Diaries in order to be kept abreast of and to ensure optimal response time and preparedness for activities on the Unit matters;
- Answers, screens and transfers inbound phone calls, makes outbound calls as required. Provides discreet and routine information to telephone and/or other enquiries;
- Composes letters, memoranda and reports; prepares written responses as required;
- Prepares official and other documents as required;
- Maintains an appropriate system to control and safe guard confidential documents, files and reports;
- Prepares Briefing Notes as required for the Unit relating to International partners, stakeholders and/or as directed;

- Provides secretarial support to Unit Managers/Supervisors for the preparation and submission of reports, request made by government bodies, international partners/stakeholders, Ministry of Justice etc., as required;
- Attends event planning/other meetings as required. Prepares agendas and schedules, takes notes and prepares Minutes. Circulates approved Minutes and follows-up with relevant persons on action items as directed;
- Sends e-mails, faxes, scans, copies and files; retrieves documents and correspondence as required;
- Liaises with Court Administrator regarding new files not yet received, takes all relevant information and prepares an addendum to lists where necessary;
- Digitizes and updates files using the electronic Prosecuting Attorney System (PAS) to update case files and Minutes Sheets;
- Takes dictation/shorthand notes and reproduces relevant documents;
- Assigns files, letters, rulings and memoranda to Legal Staff as per instructions from the Director of Public Prosecutions;
- Provides administrative support to all members of the Unit/team as required;
- Performs any other related duties that may be assigned from time to time.

Other:

- Takes the lead role in the preparation of invitations for events; co-ordinates the RSVP process, providing updates as required;
- Liaises with sponsors for social programmes and events;
- Attends social/community events as required and provides support prior to and during events.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent Secretarial skills
- Excellent time management and organizing skills
- Excellent supervisory skills
- Good interpersonal skills
- Excellent word processing/typing and speedwriting/shorthand skills
- Proficient in Microsoft Office Applications, Publisher and the proper use of other computer applications
- Ability to work in a team
- Attention to details
- Ability to address problems in the absence of the supervisor
- Ability to work on own initiative
- Knowledge of administrative procedures and systems
- Knowledge of principles and practices of Office Management
- Knowledge of operating standard office equipment

Minimum Required Qualification and Experience

- Certificate in Administrative Management – Level 2 or successful completion of the Certified Professional Secretary;
 - Three (3) years' experience in an Executive Secretary capacity;
- OR**
- Certificate in Office Administration, graduation from an approved Secretarial School;
 - Two (2) years in a similar environment.

Special Condition Associated with the Job

- May be required to work a flexible schedule which at times will include long hours and work on weekends and Public Holidays.

4. Senior Secretary (OPS/SS 3) – (6 posts)

Job Purpose

The core function of the job is to effectively and efficiently provide administrative and legal assistance to Crown Counsel. The role requires the ability to initiate, organize and manage confidential and high level, legal documents which are of a sensitive nature.

Key Responsibilities

Technical/Professional:

- Generates legal documentation for the High Court/ Supreme Court, Rural Circuits and Resident Magistrate's Courts;
- Takes dictation/shorthand notes and reproduces relevant documents;
- Monitors incoming calls, routes and directs accordingly;
- Makes periodic telephone calls to the Government Forensic Science Laboratory on behalf of Counsel to advise Officers of their matters in Court and inform them of the Court date and ascertain their availability for Court, and also to enquire as to the readiness of Ballistic/Forensic Certificates;
- Provides information to Police personnel, Inspectorate of Constabulary, Major Organized Crime and Anti-Corruption Unit, Bureau of Special Investigations and Independent Commission of Investigations regarding rulings etc.;
- Provides information and addresses concerns from Attorneys-at-Law at the Private Bar, witnesses and Police Officers;
- Schedules and confirms appointments for Counsel with other Government Officials, Police Personnel, Private Officials, Attorneys-at-Law at the Private Bar and members of the public;
- Manages and up-dates appointment Diaries for all Counsel assigned;
- Plans and organizes conferences/seminars;
- Makes travel arrangements for Counsel travelling on official business and liaise with the international counterpart;
- Liaises with internal/external officers (local and overseas) in order to give/receive information as directed by Counsel;
- Types rulings in response to legal opinions done by Counsel for matters submitted to the Office of the Director of Public Prosecutions from various Police Departments and Government Agencies;
- Drafts and responds to correspondence both internal and external as instructed by Counsel;
- Drafts and types letters to the Chief Court Reporter, Supreme Court, requesting transcripts for case(s) previously dealt with in the Home Circuit and Rural Circuit Courts as instructed by Counsel;
- Establishes and maintains a system of control and safe keeping of classified, confidential documents and reports including correspondence, legal authorities and other related matters;
- Scans legal documents and other documents for enclosing on files;
- Liaises with Defense Counsel as it relates to Court dates;
- Types Notes of Evidence from Counsel's Note book(s) as instructed;
- Assists the Administrator by typing other work related matters;
- Arranges files in chronological order and review notation on Minutes;
- Prepares master Calendar from files for rural circuits;
- Prepares weekly Trial List relative to the case file;
- Prepares Witness List for each file;
- Inserts new Minute Sheets where necessary;
- Photocopies statements and other legal documents for all new files and enters this information on a Service of Document Form for service to Defence Attorney;
- Faxes/scans email Master Calendar, Trial List and Witness List to Court Administrator and Court Detective;
- Liaises with Court Administrator regarding new files not yet received, take all relevant information and prepare an addendum to lists where necessary;
- Prepares Statistics at the commencement of each of the three (3) terms that set out the breakdown of the cases/offences for presentation to Circuit Judge by Crown Counsel;
- Prepares and re-types Indictments for New Cases;
- Prepares Notices to Adduce and photo-copies and attaches documents to the Notices.
- Prepares Judges bundle consisting of the Calendar, Trial List and a Copy of the Statistics which is hand delivered or sent directly to him/her;
- Copies lists, collate and place into folders for Counsel;
- Ensures that follow-up work is done on return files;
- Digitizes and updates files using the electronic Prosecuting Attorney System (PAS) to update case files and minutes sheets;
- Returns files to the Administrator for Rural Circuit;
- Types letters in relation to Section 31 (D) of the Evidence Act for witnesses to be located in matters in the Home and Rural Circuits to various Hospitals, Adult Correctional Institutions, Morgues, Passport Immigration, Registrar General Department, the Commissioner of Police and the Permanent Secretary of the Ministry of Justice.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent Secretarial skills
- Proficient in Microsoft Office Applications, Publisher and the proper use of other computer applications
- Ability to work in a team
- Excellent time management and organizing skills
- Attention to details
- Excellent word processing/typing and speedwriting/shorthand skills
- Good interpersonal skills
- Ability to address problems in the absence of the supervisor
- Ability to work on own initiative

Minimum Required Qualification and Experience

- CXC/GCE O' Level English Language;
 - Successful completion of prescribed course of study at the Management Institute for National Development (MIND);
 - Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute;
 - Four-five (4-5) years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary Course;
 - Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute;
 - English Language at CXC/GCE 'O' level;
 - Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND);
 - Training in the use of a variety of computer software applications;
 - Four-five (4-5) years general office experience;
- OR**
- Graduate from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute;
 - Training in the use of a variety of software applications e.g. word-processing, database and spreadsheets;
 - English Language at CXC/GCE O' Level;
 - Completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND);
 - Four-five (4-5) years' general office experience.

Special Condition Associated with the Job

- May be required to work beyond normal hours from time to time in preparation for Circuit Court.

5. Librarian (PIDG/LB 3)

Job Purpose

The core function of the job is to effectively and efficiently provide administrative, research and Library service to legal staff to include Senior Deputy Directors, Deputy Directors, Assistant Directors and Crown Counsel. The role requires liaising with professional colleagues in regional and international organizations, as well as to determine the needs of the Law Library.

Key Responsibilities:

Technical/Professional:

- Manages and evaluates legal library and information activities to provide maximum service to the legal officers at the ODPP;
- Implements and maintains programmes, systems and procedures necessary to the effective management of the law library;
- Acquires for circulation, primary and secondary (international, regional,) materials (legislations, law reports, and treaties), other serials and unpublished material (reports, pamphlets, papers etc.) pertinent to legal research;

- Implements and maintains classification and cataloguing systems, to facilitate the recording, arrangement, storage and retrieval of information pertaining to the holdings of the Law Library;
- Prepares data input for compilation of computerized database for production of a catalogue of the Library's holdings;
- Supervises the provision of special user services for the legal community through reprographic and bibliographic services, selective dissemination of information, reader advisory services, literature searches, circulation of court judgments and current awareness bulletins;
- Prepares and justifies data for Library budget;
- Plans and monitors conservation for Library's holdings, eg. Binding, pest control;
- Designs, develops and monitors all library statistical records, eg. Records of use of Library, stock, issues;
- Acts as intermediary between library and publishers, printers, binders and other library suppliers;
- Trains and assist library assistants and students;
- Maintains record for the dissemination of all library material;
- Keeps up to date with legal publications and circulates to relevant staff members;
- Records and circulates judgments from the Court of Appeal;
- Assists legal staff in locating very old and extraordinary judgments and other legal materials;
- Indexes judgments according to subject and updates information on a timely basis;
- Deals with reference queries from members of staff, police, judges and defence lawyers;
- Selects new books and periodicals for ordering;
- Ensures that legal staff are enrolled in Lexis/Nexis (electronic on line data base) on a timely basis;
- Ensures that books and periodicals are sorted and compiled for binding;
- Ensures that new publications and reference cards are filed on a timely basis;
- Ensures the photocopying of various documents for use in the library by legal staff;
- Supervises staff assigned to the Library;
- Undertakes other duties which may be assigned from time to time.

Other:

- Devises system to facilitate better management of all Library materials;
- Attends meetings at the Supreme Court pertaining to Library upgrade;
- Performs other related functions assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

- Excellent research and analytical skills
- Good knowledge of relevant computer applications
- Excellent oral and written communication skills
- Excellent time management and organizing skills
- Attention to details
- Good interpersonal skills
- Ability to work in a team
- Ability to address problems in the absence of the supervisor
- Ability to work on own initiative
- Proficient in Microsoft Office Applications, Publisher and the proper use of other computer applications

Minimum Required Qualification and Experience

- Associate Degree in Library Studies;
 - Ten (10) years' experience in the Legal Library;
 - Five (5) CXC/O' Levels including English Language at the General Proficiency Level.
- OR**
- Bachelor's Degree in Library Studies;
 - Five (5) years' experience in the Legal Library;
 - Five (5) CXC/O' Levels including English Language at the General Proficiency Level.
- Certificate in Customer Service would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond normal hours from time to time in preparation for Circuit Court, Supreme Court and Court of Appeal

6. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the Records Officer is responsible for providing records support and clerical functions in relation to the integration of records, the management of mail, and the provision of information retrieval services. These tasks are carried out in accordance with the Government of Jamaica regulations and generally accepted ethical practices.

Technical/Professional:

File/Document Management

- Processes and maintains records in accordance with the established file management procedures as set out in the *Records Management Manual*;
- Sorts, classifies/codes, indexes, logs, cross references and files correspondence, reports and related documents on appropriate files in alphabetical, chronological or alphanumeric order as appropriate;
- Encloses correspondence on files and prepare *Minute Sheets*;
- Opens new files as requested. Labels file jackets appropriately;
- Records requests for *Bring Up* (BU) files in the appropriate register;
- Logs files taken out and sends them to the relevant officers;
- Locates files for officers as requested. Records the titles and names of officers who have files in the appropriate manual or automated register;
- Completes manual or automated *File Recall Forms* to remind users of overdue files and follows-up to ensure they are returned;
- Maintains files by periodically inspecting them to ensure they are up-to-date and correctly classified according to established procedures;
- Ensures that records bear the same file numbers as the relevant file jackets, all records are in chronological or alphabetical or alphanumeric order, only one copy of each record is on the file, all records and files are in satisfactory physical condition and accounted for;
- Makes photocopies of records destined for more than one file. Notes on the original and each copy, the numbers of all the files on which each record is placed;
- Removes inactive files and takes them to the relevant filing area for disposition;
- Assists with the ongoing inventory and audit of files in accordance with established procedures;
- Assists with administering Records Retention Schedules and prepares files for disposal as instructed;
- Compiles statistics and reports on activities within records services;
- Photocopies, collates, binds and staples documents as requested;
- Maintains manual records and/or electronic databases appropriate to the various records, reports and documents;
- Carries out other duties that may be assigned from time to time.

Mail Management

- Processes and dispatches correspondence in accordance with the established Mail Management procedures as set out in the *Records Management Manual*;
- Sorts outgoing mail, ensures addresses are clearly written and understood to promote speedy delivery;
- Enters information in the *Mail Delivery* book and prepares mail for dispatch;
- Ensures that outgoing mail for dispatch by hand is collected by the Messenger/Driver as scheduled;
- Prepares overseas mail for dispatch according to content restrictions, customs information, packaging requirements, size and weight limitations;
- Opens, date-stamps, classifies and processes incoming official mail and enter information manually or in an automated mail/document tracking system;
- Scrutinises opened mail to detect breaches of security and reports these infractions to the supervisor;
- Routes letters to the appropriate Officers and ensures the speedy distribution of items. Makes deliveries to offices, if necessary

Required Knowledge, Skills and Competencies

- Knowledge of Records Management policies and procedures
- Computer literate with knowledge of Microsoft Office Suite and any related software programmes
- Excellent interpersonal and oral and written communication skills
- Attention to detail and accuracy
- Good organizational skills
- Good customer service skills. Ability to foster and maintain working relationships with all levels of persons in the Organization
- Retentive memory
- Ability to plan work and organize time efficiently
- Good hand-eye coordination
- Dependability and punctuality
- Ability to use standard office equipment
- Is flexible, resourceful, results-oriented and motivated
- High ethical conduct and demonstrated integrity with strong customer service orientation

Minimum Required Qualification and Experience

- Graduation from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and numeric subject plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.