



Office of the Services Commissions

(Central Government)

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3rd August, 2026

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 Director, Administration (GMG/SEG 4)** in the **Administration Branch, Court Administration Division**, salary: \$6,333,301 per annum.

Job Purpose

Under the leadership and direction of the Director Court Administration, the Director, Administration is primarily responsible for strategically partnering with key business process holders in the Supreme Court, Court of Appeal Parish Courts and CAD to design, develop and implement administrative services approaches that will cause the management of public procurement, office services, asset management and transportation services for the entire judiciary in accordance with applicable laws, regulations and GOJ policies.

Key Responsibilities

Technical/Professional

- Contributes to the development of a collaborative high performing organisational culture by building employee and organisational capabilities;
- Leads in the provision of sound and expert advice to senior executives on operational Administrative Services matters, risks, issues and trends to keep people leaders informed and supported including coaching executives in relation to core functional area;
- Leads the development, implementation and monitoring of administrative policies and procedures aligned with the Judiciary's and GOJ's goals and objectives by collaborating with executive leadership to formulate short-term and long-term strategies for Administrative Services;
- Leads the preparation and direction of comprehensive budgets for the Administrative Services functions for the entire Judiciary and its by monitoring expenses and ensure cost-effective operations while maintaining quality service delivery;
- Leads and directs administrative staff, providing guidance, training, and performance evaluations by fostering a positive work environment that encourages teamwork, professional development, and high performance;
- Partners with the Senior Director – Building & Property Management in the maintenance and operation of Corporate and Court facilities, ensuring a safe and efficient workplace through the management of relationships with vendors and contractors for facility services;
- Leads the establishment and enforcement of a Judiciary-wide administrative policies regarding various functions like:
 - public procurement, ensuring compliance with public procurement laws, regulatory requirements and internal standards.
 - transportation services, ensuring compliance with Road Traffic Laws, other regulatory requirements and internal standards.
 - asset management, ensuring compliance with Financial Administration & Audit Act and its regulatory requirements, Comprehensive Asset Management Policy 2020 and internal standards.
- Ensures the public procurement processes and systems are executed judiciously to support the strategic management of the Judiciary's and its Divisions/Regions;
- Ensures that assets are maintained and managed effectively, so that the Judiciary's operations are conducted in a secure, comfortable and functional work environment;
- Leads the development, implementation and monitoring of an Inventory Management System to ensure effective usage and control;
- Directs the creation and oversight of a wide range of service contracts and stakeholder relationships, ensuring that the communication channels are clearly defined;
- Leads the implementation and monitoring of systems for effective data management and reporting, ensuring accurate record-keeping and information flow;
- Analyses administrative data to identify trends and areas for improvement;

- Leads the assessment of risks associated with administrative functions in accordance with GOJ's principles and practices on the Enterprise Risk Management and implements strategies to mitigate those risks;
- Partners with the Senior Director – Building & Property Management in the development of emergency preparedness plans and business continuity strategies for administrative operations;
- Works closely with other Divisions/Regions to ensure seamless communication and efficient operational processes by serving as a liaison between management and staff on administrative matters, addressing concerns and suggestions;
- Designs and implements mechanisms that ensures high levels of customer service within the Administrative Services Branch, addressing inquiries and resolving issues promptly through gathering feedback to continuously improve administrative services offered to employees and stakeholders;
- Partners with Senior Director – HRMD in the development, implementation and maintenance of Occupational Health and Safety (OHSA) policies and programmes that provide a safe and environmentally friendly work environment as well as facilitate adequate work life balance for all employees.;
- Interprets and applies information related to judiciary planning and sector specific best practices to guide the decision-making processes relating to Administrative Services;
- Keeps abreast of emerging Administrative Services principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Management/Administrative

- Directs the alignment of the Branch's Corporate/Operational Plans and Budget with the organisation's strategic objectives and priority programmes;
- Maintains mechanisms to effectively coordinate the alignment of plans, programmes and projects of the Division in order to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Participates in and coordinates the development of the strategic direction of the organisation;
- Prepares and submits performance and other reports relating to the achievement of targets for the organisation as required and ensures timely submission of all documents/information requested from the Branch;
- Develops Individual Work Plan based on strategic alignment with CAD's/Judiciary's Operational Plan;
- Establishes and maintains various Administrative Services Committees and Technical Working Groups that make recommendations for the implementation of improved procedures and systems;
- Represents the CAD at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, conferences and other fora, as needed;
- Prepares reports and project documents, as required;
- Prepares and delivers Administrative Services presentations as needed;
- Sets and approves customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resources

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Coordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs all other duties and functions, as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- In-depth knowledge of Administrative Services principles and techniques.
- Expert knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Staff Orders, Records & Information Management Policies, Access to Information, SHRMD Policies, etc.
- Excellent interviewing and counselling skills.
- Good knowledge of Talent management, Training Needs Analysis, course design and delivery.
- Good Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms.
- Good knowledge of programme monitoring and evaluation frameworks.
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes.
- Good verbal and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences.
- A high level of initiative and self-motivation.
- Demonstrated interpersonal and negotiation skills.
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary.
- Familiarity with procedures, policies and legislation governing the machinery of government.
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite, HRMIS and projects.

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline.
- Certification in Change Management or Leadership.
- Five (5) years' experience in a general management environment in a large organisation, with at least three (3) years in a senior management capacity.

OR

- Bachelor's Degree In Management Studies, Human resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline.
- Certification in Change Management or Leadership.
- Seven (7) years' experience in a general management environment in a large organisation, with at least five (5) years in a senior management capacity.

Special Conditions Associated With the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Monday, 17th August, 2026 to:**

Senior Director,
Human Resource Management and Development
Court Administration Division
8th Floor, The Towers
25 Dominica Dr.
Kingston 5

Email: hrma@jamaicajudiciary.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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