



# Ministry of National Security

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## VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of:

**DIRECTOR, PAROLE SECRETARIAT (GMG/SEG 1) – Not Vacant**  
**PAROLE SECRETARIAT**  
**OFFENDER MANAGEMENT BRANCH**

**SALARY SCALE: \$1,348,545.00 - \$1,602,996.00 PER ANNUM**  
**TRAVELLING - \$707,448.00 PER ANNUM**

### JOB PURPOSE:

Manages the operations of the Unit, to develop and implement policies, standards and guidelines in order to enhance the rehabilitation and re-integration of criminal offenders into society; Provides secretarial services to the Parole Board.

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

### KEY RESPONSIBILITIES:

- Prepares Cabinet Submissions, Briefs and Annual Reports for the Parole Board
- Plans and coordinates monthly Board meetings
- Provides secretarial services to the Parole Board
- Reviews applications for submission to the Parole Board for consideration
- Makes decisions or recommendations that may require interpretation of the Parole Act, Rules and Regulations
- Monitors Parolees Island-wide and implements follow-up actions
- Prepares and submits recommendation on behalf of Parolees for the Governor General's Prerogative of Mercy
- Manages the completion of Parolees case files in accordance to stipulated guidelines prior to submission to the Board
- Ensures that parolees case files are dispatched to the supervising Agencies in a timely manner
- Ensures that all applications and petitions received by the Unit are processed in accordance with the Parole Act, Rules and Regulations
- Maintains records of release, inmates eligible for parole and monitors parolee
- Responds to queries in respect to inmates regarding all conditional releases
- Liaises with the relevant Agencies and stakeholders of the Parole System (Police, Court Offices, Correctional Services, King's House and Attorney General's Department)
- Partners with critical stakeholders concerned with the parole process
- Provides advice to the Permanent Secretary, Minister and the Parole Board by keeping abreast of all activities relating to Conditional Releases
- Prepares status reports for submission to the Permanent Secretary, Minister and other Agencies
- Prepares and monitors Unit's Budget
- Prepares and reviews Operational Plan, Unit and Individual Work Plans to ensure that operational and Unit objectives are met
- Evaluates employees performance through the review of completed work assignments and work techniques
- Liaises with HRD to ensure that staff developmental needs are identified and addressed
- Develops Contingency Plan
- Represents the Ministry at International Conferences/meetings relative to the scope and responsibility of the job

## **REQUIRED COMPETENCIES:**

### **Ability to:**

- Meets deadlines and manage time effectively
- Evaluate program and policies and make recommendations accordingly
- Network and build relationships
- Conduct investigations and evaluate findings
- Recognize pathological behaviour
- Data gathering, Report writing & presentation skills

### **Knowledge of:**

- The Parole Act, Corrections Act and Offences against the Person Act
- Techniques of Parole Supervision and Treatment
- Operations of Department of Correctional Services

## **MINIMUM QUALIFICATION & EXPERIENCE:**

- First Degree in Criminology, Social Work, Psychology or equivalent from an accredited institution
- At least five (5) years experience at the managerial level
- Holder of a valid driver's licence

## **SPECIALIZED TRAINING:**

- Interviewing Techniques
- Counselling Techniques

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Working in high risk environment
- Direct contact with inmates
- Working under stressful conditions
- Occasionally travels to Court and Correctional Institutions
- Required to work beyond normal working hours

Interested persons should forward their applications and résumés **NO LATER THAN Friday, July 21, 2017** to the:-

Director, Human Resource Management & Administration  
Ministry of National Security  
NCB North Tower, 4<sup>th</sup> Floor  
2 Oxford Road  
Kingston 5

Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Director, Parole Secretariat**

**Please note that we thank all for responding but only shortlisted applicants will be contacted.**