



## Ministry of National Security

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### VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill two (2) positions of:

1. **SENIOR POLICY DIRECTOR, SECURITY AND STANDARDS INSPECTION AND CORRECTIONAL INVESTIGATION (GMG/SEG 5);**
2. **SENIOR DIRECTOR, PROTECTIVE SECURITY & SMALL ARMS (GMG/SEG5)**

**SALARY SCALE: \$3,394,286.00 – \$4,034,739.00**

**Travelling Allowance: \$1,697,148.00 per annum with Motor Vehicle or \$678,864.00 per annum without Motor Vehicle:**

**NB: THE DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

1. **SENIOR POLICY DIRECTOR, SECURITY AND STANDARDS INSPECTION AND CORRECTIONAL INVESTIGATION (GMG/SEG 5)**

**JOB PURPOSE:**

The incumbent is responsible for leading and managing the coordination and delivery of the Ministry's inspection and investigation programmes relating to Correctional Institutions and other Government of Jamaica (GOJ) vital installations / infrastructure; ensuring compliance with the relevant polices, legislation, international treaties and conventions as well as monitoring the implementation of recommendations to improve systems and processes.

**KEY RESPONSIBILITIES:**

- Leads the coordination and execution of security inspections of the Ministry of National Security, other government Departments/Agencies, key installations/infrastructure to include airports, aerodromes, airstrips, seaports and wetlands across Jamaica as required to determine effective security practices non-official ports and recommends corrective actions;
- Assesses vulnerabilities and security threats (physical, personnel and information) to the Ministries, Government Departments / Agencies and Key Installations, in accordance with the mandate, location and responsibilities, etc. of such entities;
- Reviews security audit/inspection reports setting out inspection observations, findings, analysis and recommendations for review by the Senior Inspector;
- Assists in the continuous revision of security audit/inspection protocols, manuals and policies as required;
- Coordinates and manages processes in place for investigating correctional incidents and inspecting security standards;
- Leads interventions geared at strengthening capabilities relating to correctional incidents and security standards inspections and investigations;
- Works collaboratively with stakeholders in developing strategies to achieve the Ministry's objectives relating to correctional incidents and security standards inspections and investigations;
- Leads and coordinates the development of templates, Codes and Practices, Terms of References (TORs), Memorandum of Understandings (MOUs) to support security standards;
- Leads consultation sessions with stakeholders and ensure relevant information is captured and disseminated;
- Commissions and oversees research related to correctional incidents and security standards inspections and investigations;
- Monitors the implementation of policy and procedural changes within the Correctional Institutions as well as other vital installations/infrastructure;
- Leads monitoring and evaluation initiatives of projects and programmes being managed by the Branch;
- Resolves gaps identified in performance reporting of programmes and initiatives;
- Guides project teams through assessment/evaluation planning, ensuring that minimum criteria for quality evaluations are integrated into design and implementation;
- Introduces and monitors data quality assessments and data improvement plans;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures; Provides responsive, high quality service to stakeholders by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;

- Recommends policy options related to improving the overall management of correctional facilities and other vital installations;
- Coordinates activities with local, regional and international entities relating to correctional facilities and other vital installations/infrastructure;
- Leverages and coordinates the involvement of stakeholders and interest groups in agreeing solutions;
- Establishes and maintains communication linkages between/among regional and international partners, with a view to identifying opportunities for closer collaboration on matters relating to correctional facilities and other vital installations/infrastructure;
- Guides negotiations and/provides technical advice on the overall management of correctional facilities and other vital installations/infrastructure matters to inform the decision to accede to all bilateral and regional agreements between Jamaica and other nation states;
- Represents the Ministry at local, regional and international conventions workshops and meetings relevant to correctional facilities and vital installations/infrastructure policy issues;
- Plans, organizes and directs the work of the Branch by overseeing the development of the Strategic Business Plans, Operational Plans and Budget;
- Provides ongoing leadership and project management oversight of programmes and initiatives of the Branch;
- Develops and manages the performance of direct reports including transferring skills, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Implements internal mechanisms to strengthen the Ministry's monitoring and evaluation capabilities;
- Researches opportunities and establishes relationships with stakeholders;
- Facilitates the implementation of organizational changes and modernization measures necessary to strengthen the Branch's ability to fulfill its responsibilities.

### **QUALIFICATION & EXPERIENCE**

- Master's Degree in Criminology, Social Work, Psychology or equivalent from an accredited institution;
- At least five (5) years' experience at the managerial level with at least 2 years in managing high level inspections/investigations.

### **SPECIFIC KNOWLEDGE & SKILLS**

- Excellent leadership, coordination and time management skills;
- Expert knowledge of the relevant Acts, Regulations, Policy Standards governing the management of Inmates and Correctional Institutions;
- Excellent written and oral communication skills;
- Ability to conduct research to support ongoing investigations;
- Excellent investigative and interviewing techniques;
- Excellent Coaching Techniques;
- Good knowledge of the legal system;
- Good knowledge of laws concerning the collection and admission of evidence;
- Strong knowledge of procedures for conducting interrogations and searches;
- Strong knowledge of investigation and inspection methods and techniques;
- Working knowledge of financial management and budgeting;
- Strong organizational and project/programme management skills;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Strong human resource management and development skills;
- Ability to provide technical advice, guidance and support to the Ministry's stakeholders.

### **SPECIAL CONDITIONS OF THE JOB**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel overseas;
- High levels of exposure to high risk security environment;
- Unscheduled visits to facilities or locations where inmates are held i.e. night, day, weekends and holidays;
- Interface with offenders of serious crimes.
- May be required to travel overseas.

## **2. SENIOR DIRECTOR, PROTECTIVE SECURITY & SMALL ARMS (GMG/SEG5)**

### **JOB PURPOSE:**

The incumbent is responsible for leading and managing the coordination, development and delivery of the Ministry's policy agenda and legislative framework geared at influencing changes and improving systems and processes relating to protective security and small arms.

### **KEY RESPONSIBILITIES:**

- Leads policy and legislative research on matters related to protective security and small arms;
- Leads benchmarking activities in other jurisdictions and recommends areas for adoption;
- Reviews draft policy proposals / policies and advances recommendations for development;
- Initiates the development of policy options and ascertains potential effectiveness, impact and makes recommendations for new policies;
- Leads consultation sessions, think tanks and other related seminars in developing sound and effective policies, initiatives and programmes to achieve objectives;
- Reviews Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and other Technical Reports;
- Prepares responses to requests for information from international, regional and local organizations relating to protective security and small arms;
- Researches opportunities and establishes relationships with stakeholders;
- Leads interventions geared at strengthening protective security and small arms capabilities;
- Works collaboratively with stakeholders in developing strategies to achieve the Ministry's objectives relating to protective security and small arms;
- Leads and coordinates the development of templates, Codes and Practices, Terms of References (TORs), Memorandum of Understandings (MOUs) to support portfolio areas of protective security and small arms;
- Leads and monitors policy priorities through government and legislative processes;
- Recommends the establishment of monitoring and evaluation frameworks to evaluate the effectiveness of policies, programmes and initiatives implemented or being implemented;
- Implements mechanisms to strengthen the Ministry's monitoring and evaluation capabilities;
- Leads monitoring and evaluation initiatives of projects and programmes being managed by the Branch;
- Resolves gaps identified in performance reporting of programmes and initiatives;
- Guides project teams through assessment/evaluation planning, ensuring that minimum criteria for quality evaluations are integrated into design and implementation;
- Introduces and monitors data quality assessments and data improvement plans;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Provides responsive, high quality service to relevant stakeholders by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- Coordinates activities with local, regional and international entities on matters relating to protective security and small arms;
- Leverages and coordinates the involvement of stakeholders and interest's groups in agreeing solutions;
- Establishes and maintains communication linkages between among regional and international partners, with a view to identifying opportunities for closer collaboration on matters relating to protective security and small arms;
- Guides negotiations and/provides technical advice on matters relating to protective security and small arms to inform the decision in respect of bilateral, regional agreements and international treaties between Jamaica and other nation states;
- Represents the Ministry at local, regional and international conventions workshops and meetings relevant to protective security and small arms policy issues;
- Plans, organizes and directs the work of the Branch by overseeing the development of the Strategic Business Plans, Operational Plans and Budget;
- Provides ongoing leadership and project management oversight of programmes and initiatives of the Branch;
- Implements internal mechanisms to strengthen the Ministry's monitoring and evaluation capabilities;
- Develops and manages the performance of direct reports including transferring skills, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Undertakes personnel related duties including selection and training for to achieve the Branch's objectives;
- Reviews data generated in collaboration with the Monitoring & Evaluation, Research and Data Analytics Branch to inform policy decisions;
- Facilitates the implementation of organizational changes and modernization measures necessary to strengthen the Branch's ability to fulfill its responsibilities.

### **QUALIFICATION & EXPERIENCE**

- Master's Degree in Public Policy, Public Management related discipline,
- Five (5) years' experience with at least two (2) years in a senior management position;
- At least three (3) years' experience in policy development, implementation and evaluation.

### **SPECIFIC KNOWLEDGE & SKILLS**

- Excellent leadership, coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound analytical, problem-solving and sound judgment skills;
- Strong human resource management and development skills;
- Excellent written and oral communication skills;
- Ability to provide technical advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to protective security and small arms;
- Sound understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security;
- Excellent knowledge in preparing Cabinet Submissions/Notes;
- Strong organizational and project/programme management skills;
- Excellent knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;
- Understanding of economic and scientific research processes.

### **SPECIAL CONDITIONS OF THE JOB**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel overseas.

Please note this advertisement has been extended by two (2) business days. Interested persons should forward their applications and résumés **NO LATER THAN Tuesday, September 17, 2019**, to the: -

Director, Human Resource Management & Administration  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

#### **Subject:**

1. **Senior Policy Director, Security and Standards Inspection and Correctional Investigation (GMG/SEG 5)**
2. **Senior Director, Protective Security and Small Arms (GMG/SEG5)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.**