



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

DIRECTOR, SECURITY STANDARDS, INSPECTION AND INSPECTORATE CORRECTIONAL INVESTIGATION (GMG/SEG 4) - VACANT CRIME PREVENTION REHABILITATION & INSPECTORATE POLICY DIVISION

SALARY SCALE: \$6,333,301.00 - \$8,517,586.00 PER ANNUM

JOB PURPOSE

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

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

KEY RESPONSIBILITIES

- Leads the coordination and execution of security inspections of the Ministry of National Security, 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;
- Leads policy research on matters relating to security and inspection of Ministry of National Security, government departments/agencies, key installations/infrastructure
- Monitors the importation, exportation and storage of weapons, explosives and ammunition as well as prohibited and hazardous materials (e.g. swords, laser sights, cross bows, handcuffs, toy guns, precursor chemicals, chemicals and pyrotechnics) at ports;
- Leads on high level inspections of government departments/agencies and vital installations/infrastructure and recommends/initiates corrective actions;
- Participates in routine audits/inspections, in collaboration with the Ministry of Health and relevant state agencies, of storage arrangements for precursor as well as other chemicals used in the manufacture of illicit drugs and weapons, at seaports, airports and bonded warehouse to prevent diversion and illicit use;
- 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; and
- Reviews security audit/inspection reports setting out inspection observations, findings, analysis and recommendations for review by the Senior Inspector;
- Facilitates the Branches representation during the disposal of security restricted items such as ballistic vests, firearms, ammunition, explosives etc. in the custody of Private Security Companies, Jamaica Customs Agency (detained/seized on behalf of the Ministry) as well as Agencies and Departments within the remit of the Ministry;
- Provides guidance and direction to government departments / agencies and key installations on protective security (physical, personnel and information) issues as required;
- Supports government departments and agencies to develop and implement security and risk management plans to mitigate vulnerabilities and threats identified;
- Assists in the continuous revision of security audit/inspection protocols, manuals and policies as required;
- Participates in routine audits/inspections, in collaboration with the Ministry of Health and relevant state agencies, of storage arrangements for precursor as well as other chemicals used in the manufacture of illicit drugs and weapons, at seaports, airports and bonded warehouse to prevent diversion and illicit use;
- Works collaboratively with stakeholders in developing strategies to achieve the Ministry's objectives relating to correctional incidents and security standards inspections and investigations;
- 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;
- Guides project teams through assessment/evaluation planning, ensuring that minimum criteria for quality evaluations are integrated into design and implementation;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Commissions risk assessments and recommends areas for improvement.

MINIMUM REQUIRED QUALIFICATION AND 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 AND ABILITIES

- Report writing skills;
- Expert knowledge of the relevant Acts, Regulations, Policy Standards governing the management of Inmates and Correctional Institutions;
- Ability to take statements verbatim;
- Ability to conduct research to support ongoing investigations;
- Investigative and interviewing Techniques;
- 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.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working conditions (office location)
- 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)
- Frequent interface with offenders of serious crimes.

Interested persons should forward their applications and resume **NO LATER THAN Monday, January 27, 2025**, to the: -

Director, Human Resource Management and Administration
 Human Resource Management and Administration Branch
 Ministry of National Security
 4th Floor North Tower
 2 Oxford Road
 Kingston 5
 Email: jobopp@mns.gov.jm

Subject: Director, Security Standards, Inspection and Inspectorate Correctional Investigation

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