



# Ministry of National Security

## CAREER OPPORTUNITY

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

### **POLICY DIRECTOR, CRIME PREVENTION SITUATIONAL PHYSICAL PLANNING & SPATIAL DESIGN (GMG/SEG 4)**

**SALARY SCALE: \$3,032,763.00 – \$ 3,605,002.00**  
**Travelling Allowance \$1,697,148.00 Per Annum with Motor Vehicle;**  
**\$ 678,864.00 Per Annum without a Motor Vehicle;**

#### **JOB PURPOSE:**

The incumbent is responsible for managing situational and physical crime prevention factors through the development of policies, programmes, initiatives and oversight of spatial designs in order to minimize crime and violence thus making Jamaica a safer place for its citizens, residents and visitors.

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

#### **KEY RESPONSIBILITIES:**

**To develop policies, programmes and initiatives in accordance with the applicable guidelines:**

- Conducts research to inform the development of policies, programmes and initiatives for crime prevention;
- Develops Policy documents for review by the Director;
- Develops Cabinet Submission and Cabinet Notes for optimal decision making;
- Reviews existing policies and initiatives and where necessary, makes recommendations for improvement.

**To manage spatial planning to promote the creation and maintenance of a safe environment for the Jamaican citizens, residents and visitors in alignment with the strategic direction of the Ministry and Government of Jamaica crime fighting priority:**

- Develops and implements a spatial design framework in alignment with the applicable guidelines;
- Oversees the architectural design and construction efforts in relation to housing developments and space occupancy;
- Conducts market research and facilitates design review and build planning meetings;
- Conducts site inspections to ensure conformance to design specifications and building codes;
- Ensures that police presence is in established communities for residents to feel safe and secure.

**To manage situational and physical factors in the implementation of programmes and initiatives geared at reducing crime and violence:**

- Guides the planning and coordinating of meetings in communities;
- Recommends initiatives that will aid positive social behavior among youths;
- Maintains current information of trends relative to crime and violence and then recommends solutions to the problems;
- Manages the development of Budget for social intervention programmes which seek to minimize anti-social behavior;
- Collaborates with law enforcement personnel in planning activities aimed to prevent crime.

**To manage the establishment of mechanisms to monitor and evaluate policies, programmes, initiatives and projects implemented for the achievement of the objectives:**

- Guides the designing, development and implementation of a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Monitors the implementation and maintenance of recommendations for strengthening the policies, programmes and initiatives relative to crime prevention;
- Collaborates with the Monitoring & Evaluation, Research & Data Analytics Branch in obtaining data to inform policy decisions;
- Makes recommendations based on findings.

**To promote the development of establishing mechanisms to conduct policy risk analysis and develop mitigating plans:**

- Identifies risks associated with policy and recommends measures to be implemented for mitigation;
- Monitors the updating of findings in Risk Register;
- Reviews findings and ensures updates are made when necessary;
- Monitors the implementation of measures for mitigating risks identified.

**To manage the establishment and maintenance of strategic and co-operative relationships with stakeholders in supporting the development of policies, programmes and initiatives:**

- Establishes and maintains good and productive working relationships with stakeholders;
- Provides expert advice to housing developers, property officers and other key stakeholders in designing and carrying building development;
- Facilitates consultation sessions to discuss any policy proposal and proposed initiative to get feedback which contribute to optimal decision making;
- Ensures requests for data analysis and information/knowledge sharing are provided;
- Contributes to Jamaica's obligations to international and regional bilateral conventions to agreements;
- Ensures responses to requests for information from international, regional and local organizations relating to forensic are provided;
- Provides responses to requests for information.

**To provide strategic support in strengthening the operations for the achievement of the Unit's objectives:**

- Participate in the development of the Unit's Strategic Business and Operational Plans and Budget;
- Participates in the development of the Annual/Quarterly Performance Review Reports;
- Develops Individual Work Plan with measurable targets;

**MINIMUM QUALIFICATION AND EXPERIENCE**

- Master's Degree in Policy Development, Public Administration, National Security and Strategic Studies or equivalent;
- At least five (5) years' experience in policy development and managing social intervention programmes;
- Certificate in Spatial Planning Studies.
- At least two (2) years' experience in CPTED or situational Crime Prevention will be an asset

**SPECIFIC KNOWLEDGE & SKILLS**

- Excellent coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound judgment skills;
- Good human resource management and development skills;
- Excellent written and oral communication skills;
- Ability to provide 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 international security;
- 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;
- Working knowledge of financial management and budgeting;
- Working knowledge of relevant information and communication technologies;
- 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 ASSOCIATED WITH 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;
- Typical working condition.

Interested persons should forward their applications and résumés` **NO LATER THAN Friday, August 20, 2021** to the:

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

**Subject: Policy Director, Crime Prevention Situational Physical Planning & Spatial Design (GMG/SEG 4)**

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