



Ministry of National Security

CAREER OPPORTUNITY

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

DIRECTOR, ACADEMIC AFFAIRS (GMG/SEG 3) – VACANT CARIBBEAN REGIONAL DRUG LAW ENFORCEMENT TRAINING CENTRE (REDTRAC)

SALARY SCALE: \$2,551, 250.00 – \$3,032,634.00

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

JOB PURPOSE:

The incumbent is responsible for planning, coordinating and implementing narcotic and other drug-related programmes for law enforcement personnel within the English-speaking Caribbean Region.

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

KEY RESPONSIBILITIES:

- Establishes and prioritizes the training needs of individual territory;
- Reviews and updates the curriculum in respect of long-term and short-term needs of training programmes;
- Assists with the development of new training programmes;
- Standardizes training courses;
- Ensures the development of relevant training modules in respect of the training courses;
- Ensures efficient and effective delivery of training programmes;
- Reviews timetables and participant assessment reports;
- Identifies local/regional Training/Development Officers, with a view to rationalizing the training programmes, thereby assuring sustainability;
- Establishes the evaluation criteria for participants and trainers in order to set the parameters for “refinement”;
- Conducts ongoing research in relevant narcotic and other drug/law enforcement areas to ensure the implementation of “best practice”;
- Approves the selection of Trainers for training programmes;
- Observes and monitors the delivery of training programmes to ensure appropriate standards are maintained;
- Ensures the coordination of activities relating to graduation exercises;
- Ensures all relevant training materials are computerised and updates techniques to ensure the transfer of relevant technology;
- Ensures the preparation of presentations of course reports based on recommendations of participants;
- Prepares comprehensive training guidelines for the trainers;
- Prepares Unit Work Plan;
- Review Individual Work plans of Direct Reports;
- Oversees the delivery of CBT programmes;
- Prepares training budget in collaboration with the Director Principal;
- Conducts Annual Performance Review and identifies training needs of direct reports;
- Makes recommendations for the grant of leave;
- Conducts training sessions;
- Maintains Lecturers’ skills bank;
- Provides guidance to direct reports in the performance of their duties.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Education with Curriculum Development/Design, Management or Law;
- At least five (5) years' experience at senior Management/Administration level;
- Experience in drug related training programme would be an asset.

SPECIFIC KNOWLEDGE & SKILLS:

- Negotiating skills
- Public Speaking

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, October 28, 2022** to the: -

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

Subject: Director, Academic Affairs (GMG/SEG 3)

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