



## Ministry of National Security

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### **CAREER OPPORTUNITY**

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

### **SENIOR DIRECTOR, INTERNATIONAL SECURITY RELATIONS (GMG/SEG 5) NOT VACANT**

**LAW ENFORCEMENT, FORENSICS, BORDER SECURITY DEFENCE & PROTECTIVE SECURITY  
DIVISION**

**SALARY SCALE: \$6,028,127.00 – \$8,107,161.00.00**

#### **JOB PURPOSE:**

The incumbent is responsible for directing and managing the implementation of security agreements, conventions and related programmes to ensure Jamaica's compliance and conformity with international security obligations at the regional, sub-regional and international levels.

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

#### **KEY RESPONSIBILITIES:**

- Recommending changes to legislation to assure Jamaica's compliance and conformity to the ratified international and regional agreements;
- Apprising the Honourable Minister, senior executives and wider Policy Directorate of key security issues arising from all bilateral, regional and multilateral agreements as well as new development and protocols emanating from international organizations to ensure government policies and practices;
- Establishing and maintaining communication linkages between and/or among all regional and international partners, with a view to identifying opportunities for closer collaboration;
- Guiding negotiations and providing technical advice on international security related matters to inform the decision to accede to all bilateral and regional agreements between Jamaica and other nation states;
- Leading intra-ministerial and inter-ministerial delegations to meetings and conferences overseas;
- Representing Jamaica, the Honourable Minister of National Security and/or the Permanent Secretary at meetings or conferences as directed;
- Monitoring and advising the Honourable Minister on regional and/or international trends in transnational organized crimes, including primarily on terrorism; human trafficking, human rights and treatment of offenders, illicit small arms trafficking and illicit drug trafficking;
- Liaising and evaluating submissions received from the Ministry of Foreign Affairs and Foreign Trade to ensure the protection of the sovereignty and national security interests of Jamaica in any negotiations being undertaken by that Ministry;

- Formulating policies, position papers and cabinet submissions as well as other technical documents in accordance with international conventions, Memoranda of Understanding (MOU) and agreements;
- Serves as primary liaison/point of contact to coordinate nominations, logistics, staging and conclusion of regional and international sponsored, interdisciplinary seminars and training programmes relating to capacity development in international security;
- Oversees the effective and efficient resource allocation to support the required processes, systems and controls within the unit to enable the achievement of agreed strategic objectives;
- Prepares Unit operational plan, budget and periodic reports and ensures that annual plans are consistent with ministerial policies;
- Monitoring and reviewing the performance of the Unit to ensure its agreed performance targets are met;
- Ensuring that the staffing needs of the Unit are satisfied through appointments and/or promotions, staff development and training, staff engagement, job enrichment and coaching and mentoring;
- Overseeing regular performance review and evaluation of the work of direct reports.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Master's Degree in International Security, Public Administration or related discipline, **plus** five (5) years of experience in an international policy environment
- BSc.in International Relations or equivalent qualification, **plus** ten (10) years of experience working in an international policy environment **OR**
- Ability to speak a second language would be an asset

#### **SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:**

- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to international security
- Thorough knowledge and appreciation of national security policies, practices and legislation
- Sound knowledge of government policy and planning processes
- Working knowledge of financial management and budgeting
- Working knowledge of relevant information and communication technologies

Interested persons should forward their applications and résumés **NO LATER THAN Friday, December 16, 2022** to the:

Director, Human Resource Management & Administration  
 Human Resource Management & Administration Branch  
 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: Senior Director, International Security Relations (GMG/SEG 5)**

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