



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

#### COMMISSIONER OF CORRECTIONS

Applications are invited from suitably qualified candidates to fill the post of:

**Commissioner of Corrections (GMG/CTD 1) – Vacant in the Department of Corrections,**  
salary range **\$10,124,733 - \$13,616,640** per annum.

#### **JOB PURPOSE**

The Commissioner of Corrections is responsible for directing the affairs of the country's Correctional Services, in administering custodial and non-custodial sentences awarded by the Courts to juvenile and adult offenders, providing them with secure and safe custodial care, treatment and rehabilitation. The custodial care is provided within general and specialized Correctional Centres, while non-custodial care is provided within Probation After-Care facilities located Island-wide.

The reporting relationship of the position is double fold. The Commissioner of Corrections reports to the Minister with portfolio responsibility for security, legislation, and policy matters and to the Permanent Secretary on operational matters. The incumbent also provides technical and managerial leadership to the Department, ensuring the availability of the resources necessary to create a work environment in which staff can effectively carry out their work, to fulfill the mandate of the Department.

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

- Safe and secure environment for Inmates/Wards and Staff
- Appropriate level of care and rehabilitation of Inmates/Wards
- The Department's Strategic, and Operational Plans and Budget
- Policy and operational advice to the portfolio Minister, and other Government officials
- The Department's Annual Report
- The Department's operating policies, procedures, and systems
- Adequately skilled and competent staff
- The Sex Offender Registry

#### **KEY RESPONSIBILITY AREAS:**

##### **Strategic Management and Statutory Obligations**

- Leads the development/review of the Department's mission, vision, and core values; ensures these are in alignment with national security policy and international best practices.
- Provides leadership in the development of the Corporate and Strategic Plans, and monitors their implementation, adjusting wherever necessary to facilitate the

achievement of the strategic objectives of the Department.

- Leads the development of the annual operational plan and budget and provides oversight in the implementation of major strategic initiatives, ensuring appropriate monitoring and reporting systems are in place.
- Ensures periodic programmatic reviews and adjusts where necessary to achieve stated objectives.
- Monitors the Department's compliance with international treaties on human rights and other security/correctional protocols to which Jamaica is a signatory and ensures timely reporting by the Department.
- Ensures the provision of adequate legal services to facilitate professional advice and action on matters of a legal nature.
- Reviews and provides advice on the amendment and/or creation of legislation and/or regulations necessary to support the work of the Department, ensuring appropriate alignment with international best practices.
- Prepares/drafts Cabinet Submissions as is necessary to facilitate discussion and approval of proposals to improve operations and/or when seeking financial resources.
- Collaborates with the executive team to periodically formulates/reviews operating policies and procedures ensuring the integration of international protocols and best practices relevant to the social and cultural nuances of the country and the Department.
- Assumes the role of Chief Spokespersons for the Department and establishes an effective corporate communication system to provide timely and accurate information to staff, key stakeholders, and the public.
- Establishes and maintains effective relationships with key stakeholders such as local and international human rights groups, NGOs etc. to enhance the work of the Department in executing its mandate.
- Leads the development of entrepreneurial ventures/ partnerships to assist with the financial operations of the Department and to provide rehabilitative opportunities for Inmates/Wards.
- Collaborates as First Defender with the Director of Public Prosecution, the Chief Justice, Permanent Secretary in the Ministry of Justice, and the Resident Magistrate in handling matters of  
Suits or Appeal filed by an Offender.
- Sits on various Committees and Boards such as National Security Committee and Rehabilitation of Offenders and Parole Boards.
- Advises the Governor General and Privy Council on matters pertaining to penal institutions.
- Represents the country at International Conferences, assemblies, Correctional associations and other fora as requested by the Minister.
- Provides strategic and expert advice to the portfolio Minister, Permanent Secretary, and other government officials/technocrats on correctional matters.

**Rehabilitation & Probation Aftercare Services:**

- Oversees the design and ensures the effective implementation of training programmes and social interventions to enhance and facilitate Inmates/Wards successful rehabilitation and reintegration into society.
- Identifies and solicits the support of suitable private and public sector agencies, NGOs, and other stakeholders to develop positive partnership with the Department in sustaining rehabilitation programmes during custody and after release to facilitate the safe transition of offenders into their community and society at large.

**Custodial and Medical services**

- Collaborates with other security agencies/ institutions such as the Police, Courts, Jamaica Defense Force and Immigration, Citizenship and Passport Office to identify and introduce programmes aimed at reducing the rate of recidivism as well as to enhance the work of the security and justice system in general.
- Leads the design and oversees the management of Correctional Intelligence and Security Strategy, ensuring effective systems are in place for information gathering, analysis and dissemination.
- Manages the relationship between the Department and the JCF and JDF in the sharing and use of information and ensures that the intelligence database is consistently updated.
- Oversees and evaluates the administration of security systems/ programmes including a comprehensive risk assessment programme at Institutions to ensure the safety of Inmates/Wards and staff and takes corrective action as is necessary.
- Conducts site visits/inspection of all institutions and Probation After-Care Offices to gain firsthand knowledge of the level of administration and operational activities being carried out.
- Oversees and ensures the effective design and delivery of a holistic health care programmes to support the physical, mental, and emotional well-being of Inmates/Wards at all Institutions that is consistent with the level of care offered in the community.

**Administration and Human Resource Management:**

- Provides leadership in the development of a supportive work environment that fosters a culture of consultation, high performance, continuous innovation and ethical behaviour among senior executives and the staff in general.
- Ensures human resources programmes are administered in a manner that provides for the development of the professional and personal well-being of employees.
- Ensures the development and implementation of a succession planning programme for critical positions in the Department.

- Ensures the development and implementation of a performance management system in the Department.
- Oversees the administration of industrial relations matters and ensures effective working relationship with the Trade Unions to promote and maintain a cordial industrial relations climate.
- Oversees the implementation of adequate and efficient programmes to maintain and secure the physical assets of the Department in keeping with Government's policies and guidelines.
- Establishes procurement committee to monitor the implementation and adherence to the Government's procurement systems and guidelines by the Department.
- Provides leadership and guidance to the executive management team through effective planning, delegation, communication, training, mentoring, and coaching.
- Conducts performance reviews of direct reports ensuring timely feedback is provided and an appropriate plan is designed to address their personal and professional development.
- Administers/recommends disciplinary action to direct reports within the guidelines of Government's human resource and other disciplinary policies.

#### **Finance:**

- Ensures the implementation of systems of control to facilitate probity in the administration and reporting of the financial activities of the Department.
- Analyses financial statements/reports to assess performance against major financial indicators and ensures that fiscal performance of the Department is kept at an acceptable level.
- Ensures appropriate mechanisms are in place to effectively monitor expenditure so that budgetary allocations can be judiciously managed to achieve/sustain operational efficiency of the Department.
- Ensures the Department's financial activities adhere to the FAA Act, Public Sector Bodies Management Accounting Act and other relevant legislation and regulations through monitoring and other activities of an effective Internal Audit team.

#### **Sex offender Registry**

- Oversees the management of the Sex Offender Registry ensuring effective systems are in place for data privacy.

#### **Other**

- Undertakes any other related duties that may from time to time be assigned by the Permanent Secretary (MNS).

#### **PERFORMANCE STANDARDS:**

- The Department's Mission, Vision and Objectives are clear, and continuously articulated to staff, and the public.

- The operations of the Department are carried out in accordance with established government and relevant international guidelines.
- The Department's strategic and operational targets and objectives are consistently met.
- Advice provided is well researched, factual and provided within agreed timeframe.
- Objectivity is maintained in dealing with direct reports and they are satisfied with the level of leadership and guidance given to them.

## **REQUIRED COMPETENCIES:**

### **Core competencies:**

- Strong leadership skills
- Good interpersonal and people management skills
- Excellent communication skills
- Excellent teamwork skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer application

### **Functional Competencies:**

- Excellent knowledge of all the laws governing the department.
- Excellent knowledge of Custodial, Probation Services
- Sound oral and written communication skills and strong persuasive presentation skills
- Excellent analytical, diagnostic, and strategic management skills
- Principles of long-range planning principles of Human Management and Labour Relations
- Principles of Budget, Financial and Resource Management

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- Post graduate degree in Social Services, Criminology, Offender Management, or equivalent discipline.
- MBA specializing in General Management or a Post Graduate Diploma in Management.
- At least ten years' experience in a senior managerial position in Corrections or a security related field.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- The nature of the work of the Commissioner exposes the incumbent to personal security risk on and off the job.
- Frequently operates under severe pressure in a high stress environment.
- Occasionally required to travel overseas for short periods.

## **AUTHORITY:**

The Commissioner of Corrections has broad decision-making authority within a policy framework established by the Portfolio Ministry, the Corrections Act and any delegated authority vested by the Ministry of Finance and the Public Service.

Applications accompanied by résumés should be submitted NO LATER THAN **September 8, 2023** to:

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

**Subject: Commissioner of Corrections (GMG/CTD1)**

**We thank all applicants for their expressions of interest, however only short-listed candidates will be contacted.**