



Ministry of National Security

CAREER OPPORTUNITY

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

MANAGER, AT-RISK-YOUTH (GMG/SEG 3) – VACANT **OFFENDER MANAGEMENT REHABILITATION POLICY & PAROLE ADMINISTRATION BRANCH**

SALARY SCALE: \$4,594,306.00 - \$6,178,830.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for coordinating and managing the development and implementation of strategies and interventions relating to the diversion of at-risk youth, as well as the rehabilitation and reintegration of youth offenders.

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

KEY RESPONSIBILITIES:

- Leads the development and implementation of intervention Work Plans relating to Mentorship, Psychosocial Interventions, Labour Market Attachment (LMA) and Employability;
- Provides technical guidance to Case Management Officers in the development of annual work plans for their respective portfolios;
- Participates in assessments and design of specific interventions being implemented by the Department of Correctional Services;
- Provides technical support in the design and implementation of programmes related to capacity building of the juvenile correctional institutions, life and vocational skills training, on-the-job training and employment internships.
- Manages interventions project cycle under the Diversion and Juvenile Rehabilitation portfolio;
- Provides support to the Programme's Monitoring & Evaluation (M&E) Team for the design and implementation of relevant evaluations and surveys including mid-term, final and impact evaluations for the programme surveys;
- Monitors the implementation of interventions relating to Mentorship, Psychosocial Interventions and Labour Market Attachment and Employability interventions and recommend, as required, improvements to the design and implementation mechanisms for the interventions;
- Provides required technical input and coordination for the preparation of relevant data and information for reports;
- Participates in the establishment and operationalizing of case management monitoring systems;
- Monitors the implementation and maintenance of recommendations for strengthening the policies, programmes and initiatives relative to juvenile diversion and rehabilitation.
- Guides the designing, development and implementation of a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Leads consultations and stakeholder mapping activities based on programmes and initiatives being designed and implemented;
- Coordinates and provides technical support regarding any special request from development partners and other stakeholders with respect to site visits and other demands;
- Represents the Ministry on internal and external Committees with oversight for children and youth offenders and other Committees as assigned by the Policy Director;
- Coordinates and provides technical support in the identification and engagement of consultants (individuals and organizations including NGOs) and MDAs;
- Provides technical support for the procurement of consultant's/service providers and coordinates the delivery of services by these entities;
- Collaborates with the Monitoring & Evaluation, Research & Data Analytics Branch in obtaining data to inform policy decisions;
- Makes recommendations based on findings.

- Prepares monthly/annual reports on training, education programmes to be used in on-going staff developmental planning activities;
- Participates in the development of the Annual/Quarterly Performance Review Reports;
- Develops Individual Work Plan with measureable targets;
- Coordinates the preparation and submission of financial data, budgets and cash of projects being managed;
- Conducts performance reviews of direct reports;
- Monitors the Unit's performance targets in order to ensure they are achieved in keeping with the Strategic Business & Operational Plans.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in the Social Sciences/Social Work, Project Management or equivalent;
- Experience working on projects/initiatives targeting at-risk children/youth;
- Three (3) years' experience in a Supervisory position;
- Three (3) years' experience in project management

SPECIFIC KNOWLEDGE & SKILLS

- Ability to work comfortable with organizations representing Civil Society, such as non-government and community-based organizations as well as Government of Jamaica Agencies, including Ministry of National Security and members of the international donor community;
- Ability to formulate proactive measures to achieve required objectives;
- Strong analytical and creative skills;
- Excellent computer skills (Microsoft Word, PowerPoint and Excel);
- Excellent Report Writing Skills;
- Ability to multi-task;
- Display a high level of professionalism when performing job functions;
- Excellent time management skills;
- Ability to resolve conflict;
- Research skills.

SPECIAL CONDITIONS OF 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;
- Possession of a reliable motor vehicle;
- May be required to travel island wide and overseas;
- Proven track record and ability to work with at-risk and vulnerable children/youth;
- Possesses the ability to work and function effectively under conditions of uncertainty and in difficult/challenging/complex circumstances.

Interested persons should forward their applications and resume **NO LATER THAN WEDNESDAY, March 20, 2024** 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: Manager, At-Risk-Youth (GMG/SEG 3)

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