



Ministry of National Security and Peace

CAREER OPPORTUNITY

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

DIRECTOR/PRINCIPAL (GMG/SEG 5) - VACANT

CARIBBEAN REGIONAL DRUG LAW ENFORCEMENT TRAINING CENTRE

SALARY SCALE: \$7,716,512.00- \$10,377,851.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for leading and managing the coordination, development and delivery of training programmes geared at strengthening the capability of law enforcement personnel in the Caribbean Region (i.e. Customs, Police, Defence Forces, Coast Guards, Prosecutors and relevant Officials of Governmental and non-Governmental entities) through the establishment of anti-narcotic/law enforcement training.

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

KEY RESPONSIBILITIES

- 1. To provide leadership in the development and delivery of Anti-narcotic/ law enforcement training programmes to support the operations and requirements of law enforcement entities within the Caribbean Region:**
 - Leads the development and implementation of a Training Framework;
 - Initiates the designing, development and implementation of training programmes;
 - Leads in the identification and engagement of facilitators to deliver the Centre's training programmes;
 - Implements strategies to optimize resources to meet the training needs of the English Speaking Caribbean states;
 - Works collaboratively with consultants in reviewing and revising course materials;
 - Identifies research priorities, as part of the strategic vision of the Centre;
 - Reviews data generated in collaboration with the Management Team to inform decisions;
 - Leads benchmarking activities in other jurisdictions and recommends areas for adoption;
 - Prepares responses to requests for information from international, regional and local organizations relating to a training programme.
- 2. To act as the Ministry's expert on matters relating to Anti-narcotic/ law enforcement training by advancing complex and sensitive matters:**
 - Works collaboratively with stakeholders in developing strategies and leading intervention to achieve the Ministry's objectives relating to strengthening law enforcement entities capabilities;
 - Leads consultation sessions with stakeholders ensuring relevant information is captured and disseminated;
 - Commissions and oversees research related to anti-narcotic/ law enforcement training;
 - Provides ongoing leadership and project management oversight of programmes and initiative of the Centre;
 - Liaises with Law Enforcement Agencies to identify training needs and the development of and participation in training courses.
- 3. To provide oversight and analytical leadership of mechanisms established to monitor and evaluate Anti-narcotic/ law enforcement training programmes implemented/being implemented to guide and strengthen operational effectiveness of Law Enforcement Agencies:**
 - Leads the establishment of monitoring and evaluation frameworks to evaluate the effectiveness of training programmes and initiatives implemented or being implemented;

- Implements mechanisms to strengthen the Centre's monitoring and evaluation capabilities for responsibility areas;
- Resolves gaps identified in performance reporting of training programmes and initiatives;
- Guides project teams through assessment/evaluation planning, ensuring minimum criteria for quality evaluations are integrated into design and implementation mechanisms;
- Leads the design and implementation of project monitoring and evaluation activities; including the development of Monitoring and Evaluation Plan;
- Introduces and monitors data quality assessments and Data Improvement Plans;
- Develops and leads implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures.
- Commissions risk assessments and recommends areas for improvements.

To maintain strategic and co-operative relationships with the Ministry's Divisions, Departments, Agencies and other stakeholders in strengthening and expanding the Centre's Training Programmes:

- Provides responsive, high quality service to stakeholders by providing accurate, complete and up-to-date information;
- Make recommendations in relation to training programmes to the Chief Technical Director for consideration;
- Coordinates activities with local, regional and international law enforcement agencies;
- Establishes and maintains communication linkages between local, regional and international partners with a view to identifying opportunities for closer collaboration on matters relating to Anti-narcotic/ law enforcement training programmes;
- Establishes links with external partners and strengthens existing relationships in order to establish REDTRAC as the facility for providing law enforcement training;
- Represents the Ministry at local, regional and international conventions, workshops and meeting relevant to law enforcement training.

To lead and manage the Centre in the achievement of the above-mentioned strategic objectives:

- Plans, organizes and directs the work of the Centre ensuring targets are achieved;
- Leads and coordinates activities geared at developing the Centre's Strategic Business and Operational Plans, Budget and Procurement Plan;
- Oversees and guides the preparation and submission of Annual and Quarterly Performance Reports;
- Prepares Status /Progress Reports for submission to the Chief Technical Director, Permanent Secretary, Minister and other Agencies;
- Provides ongoing feedback on direct report's performance and implements intervention to improve performance;
- Identifies staff development and training needs and ensures that training is obtained;
- Utilizes management tools such as succession planning/training, job rotation and job enrichment to empower employees;
- Facilitates the implementation of organizational changes necessary to strengthen the Centre's ability to fulfill its responsibilities;
- Prepares Individual Work Plans to ensure alignment with the objectives;
- Recommends the granting of the respective leaves.

MINIMUM QUALIFICATION AND EXPERIENCE

- Master's Degree in Education, Management Studies or related discipline;
- Five (5) years with a least two (2) years in a senior management position particularly in the security environment;
- Specialized training in either international law, anti-narcotic crime control, regional/global drug trends, transnational organized crime control would be an asset.

SPECIFIC KNOWLEDGE & SKILLS

- Excellent leadership, coordination and time management skills;
- Excellent human relations and negotiation skills;
- High levels of integrity and professionalism;
- Sound analytical, problem-solving and judgement skills;
- Strong human resource management and development skills;

- Sound knowledge in preparing Cabinet Submissions/Notes;
- Excellent oral and written communication skills;
- Strong organizing and project management skills;
- Knowledge of relevant Laws, Regulations, Government Guidelines;
- Sound understanding of government operations, management and practices involved in and/impacting national security;
- Working knowledge of financial management and budgeting;
- Understanding of economic and scientific research processes.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Meeting critical deadlines;
- Typical working condition;
- 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 locally and overseas.

Interested persons should forward their applications and résumés **NO LATER THAN Tuesday, February 17, 2026**, to the: -

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

Subject: Director/Principal– (GMG/SEG 5)

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

The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.