



# 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: -

**POLICY DIRECTOR, COMMUNITY & CRIME PREVENTION (GMG/SEG 4) – VACANT**  
**CRIME PREVENTION AND COMMUNITY SAFETY BRANCH**  
**SALARY SCALE: \$6,333,301.00 – \$8,517,586.00 PER ANNUM**

### JOB PURPOSE

The incumbent is responsible for the coordination, development and delivery of the Ministry's policy agenda and legislative framework geared at influencing changes and improving systems and processes relating to crime prevention and community safety.

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

### KEY RESPONSIBILITIES

- Conducts policy and legislative research on matters related to crime prevention and community safety;
- Works collaboratively with the Monitoring & Evaluation, Research and Data Analytics Branch in gathering and analyzing data to inform policy decisions;
- Participates in benchmarking activities in other jurisdictions and recommends areas for adoption;
- Prepares policy proposals/policies and submits for review;
- Initiates the development of policy options and ascertains potential effectiveness, impact and makes recommendations for new policies;
- Coordinates consultation sessions, think tanks and other related seminars in developing sound and effective policies, initiatives and programmes to achieve objectives;
- Prepares Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and other Technical Reports;
- Prepares responses to requests for information from international, regional and local organizations relating to crime prevention and community safety.
- Researches opportunities and establishes relationships with stakeholders;
- Manages interventions geared at strengthening crime prevention and community safety capabilities;
- Works collaboratively with stakeholders in developing strategies to achieve the Ministry's objectives relating to crime prevention and community safety;
- Monitors the progress of social intervention programmes geared at preventing crimes and creating safer communities;
- Develops templates, Codes and Practices, Terms of References (TORs), Memorandum of Understandings (MOUs) to support portfolio areas of crime prevention and community safety;
- Coordinates and organizes consultation sessions with stakeholders and ensure relevant information is captured and disseminated;
- Manages and coordinates programmes and initiatives of the Branch;
- Manages policy priorities through government and legislative processes relating to crime prevention and community safety.
- Supports the designing of monitoring and evaluation frameworks to evaluate the effectiveness of policies, programmes and initiatives implemented or being implemented;
- Supports the monitoring and evaluation of initiatives of projects and programmes being managed by the Branch, as required;
- Reports and recommends solutions for gaps identified in performance reporting of programmes and initiatives;
- Participates in project planning for the development of policies, ensuring that minimum criteria for quality evaluations are integrated into design and implementation;
- Provides responsive, high quality service to relevant stakeholders by providing accurate, complete and up-to-date information;
- Recommends policy options related to crime prevention and community safety to the Senior Policy Director, Crime Prevention & Community Safety Division for consideration;

- Supports the coordination of activities with local, regional and international entities with interests in crime prevention and community safety;
- Assists with leveraging and coordinating the involvement of stakeholders and interests groups in agreeing to solutions;
- Establishes new links with external partners, and strengthens existing relationships, in order to establish the Ministry as a centre of policy and practice-relevant evidence based research;
- Contributes to negotiations and provides technical advice on crime prevention and community safety related matters to inform decisions to accede to bilateral and regional agreements between Jamaica and other nation states;
- Represents the Ministry at local, regional and international conventions workshops and meetings relevant to crime prevention and community safety policy issues.
- Participate in the development of the Unit's Strategic Business and Operational Plans and Budget;
- Participates in the development of the Annual/Quarterly Performance Review Reports;
- Develops Individual Work Plan with measurable targets;
- Monitors the achievement of performance targets and makes recommendations for amendments as necessary.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Master' Degree in Public Policy, Public Management related discipline,
- Four (4) years' experience with at least two (2) years in a senior management position;
- Demonstrated experience in monitoring and evaluating social intervention programmes especially within;
- At least two (2) years' experience in policy development, implementation and evaluation.

#### **OR**

- Bachelors' Degree in Public Policy, Public Management related discipline,
- Seven (7) years' experience with at least three (3) years in a senior management position;
- Demonstrated experience in monitoring and evaluating social intervention programmes especially within;
- At least four (4) years' experience in policy development, implementation and evaluation.

#### **SPECIFIC KNOWLEDGE SKILLS AND ABILITIES**

- Excellent coordination and time management skills;
- Excellent human relations and negotiations skills;
- High levels of integrity and professionalism;
- Strong interpersonal and team development skills;
- Effective written and oral communication skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Sound understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security issues;
- Working knowledge of financial management and budgeting;
- Working knowledge of relevant information and communication technologies;
- Strong Experience in preparing Cabinet Submissions/Notes or similar deliverables;
- Strong organizational and project/programme management skills;
- Excellent knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;

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

- Critical deadlines for completion of tasks;
- 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 overseas;
- Typical working condition.

Interested persons should forward their applications and resume **NO LATER THAN Wednesday, April 22, 2026**, to the:

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

**Subject: Policy Director, Community & Crime Prevention (GMG/SEG 4)**

***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.***