



Ministry of Justice

BALANCING RIGHTS AND RESPONSIBILITIES

Career Opportunities

1. The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Manager, Maintenance and Property (GMG/SEG 1) (vacant)** in the Property, Safety & Security Management Branch, Corporate Services Division; salary range \$3,501,526.00 - \$4,709,163.00 per annum.

JOB PURPOSE

Under the direction of the Director, Property, Safety & Security Management, the Manager, Maintenance and Property is responsible for improving and maintaining the physical infrastructure of the Ministry ensuring that the work environment is enabling and safe.

REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Property Management/ Building maintenance/Estate Management or a related discipline
- Three (3) years' experience in a similar capacity
- Training in Supervisory/Office Management
- Training in Procurement

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor **no later than Wednesday, July 30, 2025 to:**

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

or via

Website: moj.gov.jm/careers/apply

The Ministry of Justice thanks all applicants for their interest, however only those shortlisted will be contacted.