



# 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 **Programme Co-ordinator (GMG/SEG 2) (vacant)** in the Justice Training Institute; salary range \$4,266,270.00 - \$5,737,658.00 per annum.

### JOB PURPOSE

Under the direction of the Director/Principal, the Programme Coordinator is responsible for coordinating the activities pertinent to the success of in-house and off-site sessions, supervise lecturers within the span of control and assist with the development, implementation and evaluation of programmes.

### REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Educational Administration, Management or relevant area of specialization
- Four (4) years teaching/lecturing experience
- At least two (2) years' experience at a supervisory/management level

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](https://moj.gov.jm/careers/apply)

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