



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 **Victim Services Clerk (PIDG/RIM 2) (not vacant)** in the Victim Services Branch (**Kingston & St. Andrew**), Social Justice Division; salary range \$1,711,060.00 - \$2,301,186.00 per annum.

JOB PURPOSE

Under the supervision of the Victim Services Manager, the incumbent is required to provide efficient and effective clerical support functions to the Parish Offices. The incumbent will also assist in the delivery of victim support services when necessary by receiving and processing clients and providing preliminary screenings.

REQUIRED QUALIFICATION AND EXPERIENCE

- Five (5) CXC/GCE O' Level subjects including English and a numeracy subject
- Training in Records and Information Management (includes 'on the job training' within a Government Department)
- Competent in Microsoft Office Suite i.e. Word, Excel, PowerPoint etc.
- One-year (1) year experience in record keeping

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.