

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Administrator (GMG/AM 4) (vacant)** in the Social Justice Division (St. Andrew); salary range \$2,803,771.00 - \$3,770,761.00 per annum.

JOB PURPOSE

Under the direction of the Principal Director, Social Justice Services, the incumbent provides administrative support at the Justice Centre in order to ensure that the operations are effective and efficient.

REQUIRED QUALIFICATION AND EXPERIENCE

- First degree in Administrative Management or Business Administration or related field
- Three (3) years related working experience.

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 Friday, March 14, 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.