

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Technical Coordinator (GMG/SEG 1) (vacant)** in the **Corporate Services Division**, salary range \$3,501,526.00 - \$ \$4,709,163.00 per annum.

JOB PURPOSE

Under the direction of the Principal Director, Corporate Services, the Technical Coordinator provides high level technical, strategic coordination and interface among the organisational units in the Central Ministry, Court Management Division, Attorney Generals Department and Office of the Director of Public Prosecutions to enhance the efficiency of the Principal Director's Office and the operations of the Division in general. The Technical Coordinator analyses technical reports and provides briefings for urgent attention of the Principal Director, as well as, undertaking research and special projects to support the work of the Division.

REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in a fast-paced Office/Operational Management environment.

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, February 14, 2025 to:***

Senior Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10
or via

Website: joj.gov.jm/careers/apply

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