

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Victim Services Manager (SWG/PS 3) – Kingston & St. Andrew (vacant) and St. Catherine (not vacant)** in the Victim Services Branch, Social Justice Division; salary range \$5,198,035.00 - \$6,990,779.00 per annum.

JOB PURPOSE

Under the general guidance of the Regional Director, the incumbent is required to provide high level victim support services including emotional, technical support to victims of crime. In addition, the incumbent is responsible for ensuring effective management of the parish office and its resources including high quality management of the staff and volunteers and the relationships with stakeholders.

REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Social Science with emphasis on Social Work/Counselling
- Certificate in Supervisory Management;
- Five (5) years' work experience with at least two at the supervisory 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 Friday, June 6, 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.