

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit a suitably qualified person to fill the position of **Director, Restorative Justice (GMG/SEG 4)** in the Social Justice Division (**Vacant**), salary \$4,947,565.00 to 6,653,925.00 per annum.

JOB PURPOSE

The Director Restorative Justice (RJ) works at the national level, providing management oversight for the Restorative Justice Programme. The Restorative Justice Director must ensure that the RJ programme is operationalized at the national, parish, and community levels by appropriately overseeing the implementation of the Programme and supervising the RJ Centre Regional Coordinators. The Director Restorative Justice will also coordinate the work of the RJ Unit with that of other stakeholders in the assigned parishes and communities. These include the referral agencies (Police, Courts, Department of Corrections, Victim Services Officers, Ministers of Religion, and schools, etc.) and the supporting agencies (for example; NGOs offering support in activities such as parenting classes, government departments that offer health services, including counseling, etc.).

KEY RESPONSIBILITY AREAS

- Manages and coordinates the national Restorative Justice Programme implementation process, as determined by the Restorative Justice Policy and corresponding legislation.
- Manages, monitors, trains and evaluates the performance of direct reports [including the Regional Restorative Justice Coordinators, Secretary], preparing performance appraisals and recommending and/or initiates corrective action where necessary to improve performance.
- Manages and prepares the operating budget of the Restorative Justice programme and facilitates the disbursement of funds as per schedule and ensure that expenditure is properly accounted for in keeping with stipulated government or project agreement guidelines.
- Ensures the delivery of training of all Regional Restorative Justice Coordinators and Restorative Justice Officers (RJOs) and other staff or volunteers in the Restorative Justice Programme.
- Ensures the delivery of training of all key stakeholders, including, members of the Courts of Jamaica, Office of the Director of Public Prosecutions (ODPP), Jamaica Constabulary Force (JCF) and the Department of Correctional Services (DCS).
- Ensures the Parish Justice Centres are adequately staffed with trained Restorative Justice Officers (RJOs), in order to conduct the RJ activities.
- Assists in the design and implementation of capacity-building interventions, the development of relevant forms (intake, reporting, needs assessments etc.).
- Plans Restorative Justice Week Activities
- Coordinates the equipping and outfitting of the Parish Justice Centres for the purposes of RJ activities.

- Monitors the use and storage of all assets provided by the Ministry of Justice to Parish Justice Centres, as well as ensures that the proper Government of Jamaica's (GoJ) procurement procedures and other guidelines are followed.
- Prepares operational plans, strategic plans, monthly and quarterly performance reports for the RJP.
- Prepares impromptu status reports/briefs on the Programme and responds to general queries from both internal and external stakeholders.
- Ensures that RJOs conduct the management of all case files and referrals to the RJ at Parish Justice Centres, according to specified Programme procedures and guidelines.
- Liaises with other Ministries, Departments, and Agencies (MDAs) to ensure optimal coordination in the delivery of the RJ, such as: Courts of Jamaica, Department of Correctional Services (DCS), Education, Youth and Information (MOEYI), Jamaica Constabulary Force (JCF), Child Diversion Programme, Victim Services Division,
- Works with non-governmental agencies (NGOs) that provide social intervention programmes, to coordinate activities that will address the needs of child offenders identified through RJ Processes.
- Ensures that stakeholders are kept adequately informed about operations under the Programme, by organizing and facilitating sensitization sessions, public education workshops, and other relevant activities.
- Supervises the preservation of accurate records, minutes, and accounts of Restorative Justice activities.
- Ensures that effective Monitoring and Evaluation mechanisms are in place to track interventions, by conducting site visits to the Parish Justice Centres and providing timely progress and project completion reports, to the Minister of Justice / Permanent Secretary.
- Formulates and implement programme management policies and procedures as well as standardized routine processes for programme delivery across parishes, ensuring that all initiatives support the Ministry of Justice commitments to sustainability, diversity and safety.
- Evaluates outcomes and impact in the parishes in collaboration with all stakeholders.
- Analyzes programme risk and propose alternatives when risks are detected and advise stakeholders accordingly.
- Selects Restorative Justice Facilitators in accordance with the Restorative Justice Programme protocols and the Ministry's recruitment policy.
- Organizes the training of facilitators in the Restorative Justice Practices.
- Oversees the implementation of the Restorative Justice case management system to be used by Justice Centres to ensure that cases are dealt with in an organized and timely manner.
- Assists in the process of identifying and selecting technical staff to support programme components.
- Serves as the Ministry of Justice Liaison for social interventions directly related to the Restorative Justice Program
- Manages the delivery of information pertaining to Restorative Justice Programmes (public sensitization, training and public education throughout the island).
- Ensures adherence to Government of Jamaica procurement procedures applicable to the execution of the respective components (acquisition of goods, contracting of consulting services and disbursements).

- Participates and provides support in workgroups and committees established to advance the Reform agenda in the Ministry of Justice and its Departments and Agencies.
- Provides expert advice or any other information that is necessary for the Restorative Justice Programme to successfully achieve its objectives.
- Any other duties assigned by the Principal Director, Social Justice.

REQUIRED COMPETENCIES

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Excellent planning and organizing skills
- Excellent time management skills
- Excellent negotiation skills
- Knowledge of relevant computer applications
- Problem solving and decision-making
- Excellent leadership skills

REQUIRED QUALIFICATION AND EXPERIENCE

- Masters' Degree in Political/Social Science, Social Work, Criminal Justice/Criminology, Sociology, Development Studies or related discipline or its equivalent.
- Proven track record in stakeholder management to include working with senior public officials
- Minimum of seven (7) years' relevant working experience in the social service field at a managerial level.
- Minimum five (5) years in community development and community-oriented operations (preferably at the supervisory level).
- Experience liaising with Government officials, familiarity with Jamaican government and community cultural dynamics preferred.
- Experience working with sensitive documents & in a confidential environment is essential
- Specific Knowledge (however acquired) required to start:
 - Restorative Justice principles and processes
 - Project Management
 - Budgeting

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Monday February 6, 2023 to:

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10
Email: careers@moj.gov.jm**

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