



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Director/Principal
JOB GRADE: GMG/SEG 5
POST NUMBER: 56691
DIVISION: Justice Training Institute
REPORTS TO: Permanent Secretary
MANAGES: Executive Secretary,

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

Job Purpose

Under the direction of the Permanent Secretary, the Director/Principal is to direct the operations of the Institute by providing leadership in administration, programme development, and implementation, expansion of programme offerings, accreditation and the upgrading of the status/position of programmes of the Institute.

Key Outputs:

- Policy advice/formulation and implementation
- Training Plan
- Needs assessment
- Strategic, Corporate and Operational plans
- Budgets
- Financial, Training and Operational targets and reports
- Partnership arrangements and memoranda of agreement
- Programme designs, development and delivery
- Marketing, Business and Public Education Plan
- Income generating programmes
- Optimal utilization of resources

Key Responsibility Areas:

Management/Administrative Responsibility

- Co-ordinate inter-agency and inter-institutional collaborations to foster partnership at the local and regional level for the design, development and implementation of training programmes.
- Develop and implement policies relating to the operations of the Institute for its effective and efficient operations
- Provide policy advise/guidelines about the Institute's operation to the Permanent Secretary; the Chief Justice and the Advisory Board
- Direct the preparation and implementation of operational and corporate plans and the budget for the Institute
- Prepare and submit proposals for funding by International Development Agencies and Donor organizations
- Monitor performance targets to ensure they are met and take corrective actions as necessary
- Prepare and present quarterly and annual and Advisory Board reports for the Institute
- Liaise with relevant personnel in particular judicial personnel regarding the general operations of the Institute.
- Convene the meetings of the Advisory Board
- Implement policies as directed by the Advisory Board
- Direct the technical/professional responsibility areas of the institution
- Direct the conduct of regular needs assessments as appropriate, taking into account the projected needs of regional interests
- Direct the conduct of appropriate research programmes to promote dynamism among the Institute's activities and to explore and implement income generating options
- Direct the development and implementation of a comprehensive marketing and public education programme for the training institute
- Implement training programmes across the Caribbean region

- Collaborate with international donor agencies to plan and deliver relevant training to key players in the Justice System, locally and internationally
- Direct the implementation of Quality Assurance standards to ensure that the Institute acquires and maintains accreditation status from the relevant accrediting bodies

Technical/Professional Responsibilities

- Execute the training and development policies of the Ministry of Justice and its agencies and departments in collaboration with the Human Resource Management and Administration department and provide leadership and professional/ skills development opportunities for the Justice System's personnel
- Direct the development and implementation of training programmes for members of the Judiciary, Public and Private Bar and all other categories of staff within the Justice System
- Manage the Institute's infrastructure and enhancing the capacity of the System to make the most effective use of technologically – driven aids, including distance learning and other e-learning support

Financial Responsibilities

- Direct the financial management of the Institute to ensure that there is compliance with the required government and other financial regulations and that financial targets are achieved.
- Direct the preparation of annual budgets, financial reports and cash flow management
- Approve expenditure for the procurement of goods and services
- Direct the implementation of appropriate systems to account for the assets and inventory of the Institute, in keeping with Government regulations and guidelines

Human Resource Responsibilities

- Conduct performance appraisal of staff and recommend training and development programmes
- Provide leadership and guidance to staff supervised through training, coaching, mentoring and provides assistance as required
- Recommend leave and disciplinary action in keeping with Human Resource policies and procedures
- Allocate and utilize staff in an efficient and cost-effective manner
- Review on an on-going basis staff needs/structure and recommend appropriate actions

Performance Standards:

- Key deliveries are produced in agreed timeframe
- Institution is strategically positioned locally and regionally as an institution of choice for the Justice System and in keeping with the policies of the Advisory Board and the Ministry of Justice
- Strategic and Operational plans are developed and implemented in keeping with the agreed format and timeframes and they are aligned to the Ministry of Justice's Strategic Plans
- Annual Budgets are prepared, approved by the Advisory Board, the Ministry of Justice and are implemented according to agreed timeframes and targets
- Advise provided to the Advisory Board and the Ministry of Justice is sound, well researched and consistent with the principles of the Ministry
- Training plan is appropriately scheduled and budgeted and is consistent with corporate and operational plans
- Meetings of Advisory Board is in accordance with the established requirements
- Policy is implemented in accordance within established policy framework
- Culture of entrepreneurship, transparency and optimal utilization of resources are maintained in keeping with the strategic objectives of the Institute
- Confidentiality and integrity are maintained in the execution of duties
- Training is conducted in an efficient and cost-effective manner

- Maintenance of tertiary and accreditation status of the Institute
- Expansion of training programmes locally and regionally

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
Permanent Secretary	Receive guidance
Senior Executives/Management in Divisions	<ul style="list-style-type: none"> • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback
Direct Reports	<ul style="list-style-type: none"> • Provide coaching, guidance and support.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Educational Institutions	Share information
Members of the Justice sector	<ul style="list-style-type: none"> • Provide advice
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Provides expert advice on educational matters; and exchange information; • Liaise on key issues
Students	<ul style="list-style-type: none"> • Provides expert advice and exchange information;
Professional Affiliations	<ul style="list-style-type: none"> • Provides expert advice and exchange information; • Identify innovation and new opportunities for the Association.

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	3	Accountability	3
Compliance	3	Analytical thinking	2
Customer and Quality Focus	2	Attention to Detail	3
Initiative	2	Coaching and Mentoring	5
Integrity	2	Fiscal Management	1
Interpersonal	2	Flexibility	4
Oral Communication	3	Goal/Results Oriented	2
Team Work & Cooperation	2	Legislation, Policy, Procedures and Standards	1
Time Management	3	Leadership	3
Written Communication	2	Managing External Relationship	3
		Methodical	3
		Planning and Organising	2
		Presentation and Reporting	3

		Problem Solving and Decision-making	3
		Resilience	3
		Strategic Vision	3
		Stress Tolerance	3
		Technical Skills	3
		Training and Development	3
		Use and Application of Technology	1

III. Other Competencies	level
Pedagogical skills	
Sound knowledge of the different and current training methods	
Knowledge of the Public Service Regulations, Staff Orders, Financial and Administration and Audit Act and other regulations and procedures governing the Public Sector	
Project management and implementation skills	
Good financial management skills	
Ability to cope well under pressured working conditions and to meet deadlines.	
Sound management, administrative and supervisory skills with demonstrated ability at cost-efficient planning	
Excellent knowledge of the organisation's policies and procedures	

Minimum Required Education and Experience

(a) Specific knowledge (however acquired) required to start:

- Curriculum Development
- The Jamaica Justice Sector
- Management of educational institution
- Knowledge of FAA Act, Staff Orders and Public Service Regulations
- Knowledge of accounting principles and standards
- Knowledge of management practices and principles

(b) Qualifications and Experience

- Master's degree in Management, Human Resource Development, Educational Administration or related discipline
- At least five (5) years in educational administration at a post-secondary level
- Sound knowledge of the Justice System

(C) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession to keep abreast with the industry.

Authority:

- Determine resource utilization, i.e. human resource, financial resource, etc
- Represent the Institute at different fora locally and internationally
- Make decisions on matters relating to the day to day operations of the Institute
- Approve expenditure and sign cheques in keeping with Government's guidelines
- Sign terminal certificates, diplomas, etc
- Negotiate partnership agreements in the interest of the Institute
- Implement policies of the Advisory Board and the MOJ
- Prioritize and determine training schedule
- Approve leave
- Recommend disciplinary actions for staff

Specific Conditions associated with the job

- Required to work frequently outside of normal working hours
- Required to travel locally, regionally and internationally