<table>
<thead>
<tr>
<th>Ministry/Entity:</th>
<th>MINISTRY OF JUSTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Job Title</td>
<td>Director, Technical Services</td>
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<tr>
<td>Job Grade</td>
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<tr>
<td>Post Number</td>
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<tr>
<td>Branch</td>
<td>Technical Services</td>
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<tr>
<td>Division</td>
<td>Project Management, Evaluation &amp; Technical Services</td>
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<tr>
<td>Reports To:</td>
<td>Senior Director, Project Management, Evaluation and Technical Services</td>
</tr>
<tr>
<td>Direct Reports</td>
<td>Senior Architect, Senior Project Accountant, Senior Project Officer, Senior Quantity Surveyor, Senior Mechanical Electrical and Plumbing Officer, Risk Manager (Construction)</td>
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<tr>
<td>Indirect Reports</td>
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</table>

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Manager/Supervisor</td>
<td>Date</td>
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<tr>
<td>Head of Department/Division</td>
<td>Date</td>
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<td></td>
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<tr>
<td>Date received in Human Resource Division</td>
<td>Date created/revise</td>
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</table>
### A. JOB PURPOSE STATEMENT (reason for job existing)

Under the direction of the Senior Director, Project Management, Evaluation and Technical Services, the Director Technical Services directs the acquisition of sites for judicial facilities, their construction and maintenance in accordance with the Ministry of Justice’s policies and programmes and is responsible for the formulation, management and evaluation of projects for the Justice Sector.

### B. KEY OUTPUTS

- The Section’s Annual Work Plan developed and in place
- Construction and maintenance programmes developed and executed
- Technical support provided to the Ministry’s projects
- Standards for design and construction of projects maintained
- Construction and Maintenance programmes effected at justice institutions
- Project reports produced and submitted
- Annual Budget prepared
- Preliminary and final drawings for new buildings produced
- Sites identified and acquired
- Construction costs for major and minor projects developed
- Qualified, efficient and productive staff in place

### C. KEY RESPONSIBILITY AREAS

**Technical/Professional**

- Directs professional/technical staff on the formulation of, requirements for the various types of justice institutions as well as ensuring input of specialists to incorporate unique design requirements for various disciplines
- Directs staff in designing buildings, providing supervision and guidance on technical and financial matters and ensuring timely completion of building projects
- Directs the preparation of preliminary and final drawings for new buildings
- Monitors the management of large construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems, and keeping the Permanent Secretary informed on results of key issues
- Directs the acquisition of sites for judicial facilities in accordance with medium and short term development plans
- Supervises the development of construction costs for major and minor projects as well as standard costs for maintenance, for inclusion in the Ministry’s Capital Budget
- Conducts periodic review of major projects plans and capital works;
- Participates in the evaluating of tenders and recommend selection based on criteria;

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Management/Administrative Responsibilities

- Provide information for cabinet submissions
- Attend contracts commission meetings
- Monitor contracts documents for signing between the Ministry and the contractors
- Prepare annual capital budget for submission to the Permanent Secretary
- Contributes to the development of the Ministry’s Corporate Plan by establishing medium term and annual objectives and targets for the Section
- Prepares the Section’s Annual Work Plan and Budget
- Monitors expenditure against budget and recommends funds transfer and new allocations
- Directs the process of contracts selection and management and ensures that the appropriate procedures are adhered to
- Assists with the formulation of the Civil Works component for foreign and locally funded projects through the provision of construction standards, basic court design, site identification and acquisition, and elemental cost estimates
- Represents the Ministry at meetings, conferences and other functions as directed
- Provides guidance/advice to Permanent Secretary, Senior Director PME&TS, Project Managers, Heads of Units

Human Resource responsibilities

- Provides leadership to staff through setting effective objectives, delegation, and communication
- Provides guidance to staff through coaching and training
- Provides assistance and support as needed
- Recommends opportunities for staff development, promotions and transfer
- Recommends staff appointments
- Participates in the recruitment of staff for the Section
- Conducts monthly staff meetings
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry

D. PERFORMANCE STANDARDS

- Key deliverables such as targets, objectives and work programmes are met on a timely basis
- Progress of work inspected regularly for quality
- Expenditure monitored to ensure that funds are spent in keeping with approved Budget
- The performance of staff appraised at required intervals
- Staff trained and productive
- Monthly staff meeting conducted
- Opportunities for staff development identified and utilized
- Work of Contractors and Consultants is in accordance with contractual terms
- Construction projects so managed that time and cost parameters are maintained
- Records of ownership and lease arrangement of school sites efficiently maintained
- Operational plan prepared within established format and time frame
- An approved list of contractors is maintained and utilized
- Efficient system in place for the clearance of equipment and materials through the island seaports/airports
- Confidentiality and integrity are consistently maintained
- Technical support consistently provided to schools and the Ministry upon demand
- Required reports submitted within agreed time frame

### E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

<table>
<thead>
<tr>
<th>I. Core Competencies</th>
<th>Level</th>
<th>II. Technical/Functional Competencies</th>
<th>level</th>
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<tbody>
<tr>
<td>Oral Communication</td>
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<td>Use of technology</td>
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<tr>
<td>Written Communication</td>
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<td>Problem solving and decision making</td>
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<tr>
<td>Integrity</td>
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<td>Planning and organizing</td>
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<tr>
<td>Team Work &amp; Cooperation</td>
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<td>Goal/result oriented</td>
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<tr>
<td>Initiative</td>
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<td>Negotiating skills</td>
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<td>Compliance</td>
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<td>Time Management</td>
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<td>Interpersonal</td>
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<td>Adaptability</td>
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<td>Customer and Quality Focus</td>
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### I. Other Competencies

<table>
<thead>
<tr>
<th>Knowledge of the Ministry of Education’s policies, rules and procedures</th>
<th>level</th>
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</table>
Knowledge of the Government of Jamaica’s Procurement Guidelines
Knowledge of the Financial Administration and Audit (FAA) Act
Knowledge of Government Building Regulations
Knowledge of Building and construction industry

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

(b) Qualifications and Experience
- Master’s Degree in Architecture/ Quantity Surveying /Civil/Structural Engineering/Construction Management, with at least seven (7) years related work experience, three (3) of which should be at a senior level in a large construction organization
- Training in Project Management
  - OR
- First Degree in any of the above disciplines with ten (10) years related work experience, five (5) of which must be at a senior level in a large construction enterprise
- Training in Project Management

(c) Continuous Professional Development
- Attend relevant training on emerging trends and practices within the field
- Network within the profession and relevant associations to keep abreast with the industry.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to travel island wide
- Possession of a valid Drivers’ License and a reliable motor vehicle

H. AUTHORITY

- To direct the acquisition of sites for educational facilities
- To appraise the performance of staff supervised
- Recommend opportunities for staff development, promotion and transfer

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- Recommend staff appointment
- Reallocate budgeted funds
- Approve leave benefits for staff
- Approve payment to consultants