



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Programme Coordinator
JOB GRADE: GMG/SEG 2
POST NUMBER: 58884
DIVISION: Justice Training Institute
REPORTS TO: Director/Principal
MANAGES: Lecturers

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):

Enhance the Ministry's functionality by strengthening the capacities of staff and other justice sector personnel and implementing comprehensive talent.

Job Purpose

Under the general direction of the Director/Principal, the Programme Coordinator is responsible for coordinating the activities pertinent to the success of in-house and off-site sessions, supervise lecturers within the span of control and assist with the development, implementation and evaluation of programmes.

Key Outputs:

- Programmes schedules prepared
- Budget prepared
- Monitoring systems developed
- Records
- Curricula developed
- Performance Appraisal conducted
- Time Tables prepared

Key Responsibility Areas:

Management/Administrative Responsibilities

- Participate in the preparation of the department's budget and initiate corrective action to ensure expenditure is contained within the budget
- Maintain adequate supply of stationery and teaching materials; monitor and ensure their economic use. Maintain inventory of equipment assigned to the department and ensure their proper use and maintenance
- Develop, implement and maintain systems to ensure the timely and effective communication to and among staff within the span of control
- Verify travel claims for part-time and full-time staff within the span of control. Monitor and maintain records of staff attendance and punctuality
- Participate in the planning and organizing of major calendar and other events of the institution
- Prepare activity/performance and other reports required
- Represent the institution at meetings, conference and other fora as required

Technical/Professional Responsibilities

- Prepare and view timetables for each academic year
- Develop curricula for new programmes, and conduct review of existing programmes for improved educational offerings
- Conducts periodic review of the institution's vision and mission in order to ensure ongoing relevance and currency;
- Conducts review and evaluate admissions and selection processes to ensure compliance with and adherence to the institution/programme admissions and selection criteria and the standards tertiary level programmes
- Participate in the recruitment of applicants for training programmes and participate in orientation programme for students and staff
- Monitor and evaluate the delivery of courses and ensure that established delivery methodology and standards are maintained
- Check and verify test items developed by staff and ensure the timely submission of grades
- Participate in the preparation of programmes of accreditation

Human Resource responsibilities

- Prepare performance appraisals for direct reports and recommend corrective action where necessary to improve performance and/or attaining established personal and/or programme goals
- Participate in the recruitment of staff for the department and recommend leave in accordance with established human resource policies and procedures
- Provide leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensure the welfare and development needs of staff in the department are clearly identified and addressed

Performance Standards:

- Timetables prepared within agreed timeframe
- Conducts review and evaluate admission and selection processes within agreed timeframe
- Reports prepared within agreed timeframe and in accordance with prescribed format
- Curricula developed within agreed timeframe
- Monitoring systems are implemented according to established procedures
- Key deliverables are produced in agreed timeframe
- Integrity and confidentiality

Internal and External Contacts (specify purpose of significant contacts:

Internal Contact

Contact (Title)	Purpose of Communication
Director Principal	
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

External Contact

Contact (Title)	Purpose of Communication
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.
Contractors, suppliers and providers of services	<ul style="list-style-type: none">• Monitors TOR for goods and services and related interventions;• Exchange of information.
General Public	<ul style="list-style-type: none">• Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Coaching and Mentoring	2
Integrity	3	Flexibility	1
Interpersonal	2	Goal/Results Oriented	1
Oral Communication	2	Leadership	1
Team Work & Cooperation	3	Methodical	2
Time Management	2	Planning and Organising	1
Written Communication	2	Presentation and Reporting	1
		Problem Solving and Decision-making	1
		Resilience	2
		Stress Tolerance	1
		Technical Skills	2
		Training and Development	3
		Use and Application of Technology	1

Minimum Required Education and Experience

(a) Qualifications and Experience

- Bachelor's First Degree in Educational Administration, Management or relevant area of specialization
- Four (4) years teaching/lecturing experience
- At least two (2) years' experience at a supervisory/ management level

(b) 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:

- Request teaching materials
- Source venues for off-site training
- Prepare lecturers'/facilitators' contracts
- Verify lecturers'/facilitators' claims
- Develop course outlines and curricula
- Vet test and examination items and recommend changes

Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be regarded to travel to meetings to support the Director/Principal, as applicable.
- Maybe required to work frequently outside of normal working hours
- Required to travel locally, regionally and internationally