



CIRCULAR MEMORANDUM NO.13 OF 2024

MY REF: Staff/GEN/9/05/24 (34) Vol. II

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – ONE (1) POST OF DIRECTOR, COMMUNITY REHABILITATION DEPARTMENT, MINISTRY OF HUMAN DEVELOPMENT, FAMILIES AND INDIGENOUS PEOPLES' AFFAIRS

DATE: 20th March 2024

Applications are invited from suitably qualified applicants to fill one (1) post of **Director, Community Rehabilitation Department**, Ministry of Human Development, Families and Indigenous Peoples' Affairs.

BASIC PURPOSE OF POSITION:

Responsible for the direct supervision of the Managerial staff and the overall management of the day-to-day operation of the Community Rehabilitation Department, directing the development and implementation of prevention, diversion, and rehabilitation programs targeting children who come in conflict with the law, children at risk, first-time offenders and their families in accordance with established policy and procedures, court mandate and budgetary guidelines.

NATURE AND SCOPE:

The Director, Community Rehabilitation is required to manage the department mandated to lead in the formulation and implementation of policies, programs, and initiatives for the care and rehabilitation of children in conflict and children at risk to equip them with the skills necessary to enhance their social and emotional development, enable them to change their behaviour and make better choices and succeed in education, employment or other personal or professional undertakings to become successful individuals and productive members of society.

The Director must provide effective administrative oversight and technical support for the management of, District Offices administration, programs, projects, and residential/detention facilities for juvenile offenders and children at risk. The Officer must ensure proper care and treatment, counselling services, advocacy, court and case management services, and compliance with court orders as it relate to juvenile offenders ensuring proper monitoring and compliance with alternative sentencing such as Probation and Community Service.

The Director, of Community Rehabilitation must be the lead advocate for the use of alternative/non-custodial sentencing, ensure that the rights of children in conflict with the law are

protected and afford every opportunity for positive change, provide case management and psychosocial support services to families. The position holder must possess excellent management and leadership skills which fosters teamwork and display the communication skills required to interact with juveniles and adolescents, colleagues and subordinates and be effective in motivating staff toward productivity and success in the achievement of the department's set goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **DIRECTS** the development and implementation of operational plans for the department to guide activities toward the provision of prevention, diversion, and rehabilitation programmes to children in conflict, children at risk, other first-time offenders and their families.
2. **MANAGES** the day-to-day operations of the Department in the development and implementation of relevant programmes, projects and initiatives and ensures that the service being provided are courteous, professional, efficient, and effective and in adherence to all related policies and procedures.
3. **LEADS** in the revision and evaluation the overall performance of the department and the effectiveness of current programmes toward the achievement of the strategic goals and objectives and reorganizes existing procedures, systems programmes and/or policies as needed to ensure organizational efficiency and effectiveness; facilitates the publicity of the work of the department and its social impact.
4. **OVERSEES** the careful management and alignment of the department's resources (human, material, financial) in order to ensure that they are utilized in an optimal and accountable manner to effectively achieve the department's objectives.
5. **ENSURES** the maintenance of a comprehensive data management system to facilitate the effective collection, storage, analysis, and dissemination of data to guide in the strategic formulation of new and/or reorganization of existing policies, programs, and projects.
6. **ENSURES** the effective delivery of approved academic and vocational training programs including program/course content and teaching methods, progress evaluation of residents, maintenance of performance records and the implementation of measures to correct academic performance and behavioural issues to ensure successful outcomes.
7. **OVERSEES** the effective coordination and implementation of approved policies, projects, programs and other initiatives, ensuring proper care and treatment, counselling and court case management services and compliance with court decisions for commitment and alternative sentencing of adjudicated delinquent juveniles.
8. **SCHEDULES** regular staff meetings in order to engage staff in planning, information sharing, program and/or project implementation and evaluation, airing and discussion of issues, generation of ideas and general enhancement of communication.
9. **ENSURES** the maintenance of database for staff listing and the timely completion of mid-year and End-of-Year performance appraisal reports for all department and training centers staff, based on each officer's incremental date and that staff development and performance improvement plans are formulated and executed.
10. **PROVIDES** capacity building programs for staff to address performance deficiencies and increase efficiency and effectiveness in the performance of their duties including training in case management, basic counseling, corrections principles and concepts for working with juveniles and at-risk youths.
11. **CONTRIBUTES** toward the preparation of Ministry's annual budget estimates of revenue and expenditure, for the provision of inputs on the budgetary requirement to support the Department's operations, by coordinating inputs from various heads of units and institutions; oversees the management of the department's cost centers as approved in the budget.
12. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisals based on each officer's incremental date; develops and implements performance improvement plan for each

subordinate.

13. **PROVIDES** technical and professional advice and information to the Chief Executive Officer, Cabinet, and other stakeholders as it relates to the mandate of the Department. related matters.
14. **ENSURE** best practices in service delivery utilizing evidence-based approaches
15. **DEVELOP** project proposals for additional funding and monitor its execution and evaluation.
16. **REPRESENTS** the department on the Parole Board

QUALIFICATIONS:

1. Recognized Master's degree in Social Work, Public Sector Management, Management Studies, Psychology relevant field.

Plus

2. At least Ten (10) years post-degree work experience of an applied nature in Management. Experience supervising and managing professional staff and being a trusted resource as a member of a senior-level executive team, display strong leadership and communication skills.
3. Specialized training in strategic and operational planning, program evaluation and the Juvenile Justice System, institutional effectiveness and implementing prevention, rehabilitation and diversion initiatives. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, presentation software and related programmes.

KNOWLEDGE

1. Relevant Court mandates, laws, rules and regulations pertaining to juvenile justice.
2. Knowledge of department policies, rules, regulations, procedures and functions.
3. Knowledge of human behavior as it relates to juveniles, including various social and economic backgrounds.
4. Ability to establish and maintain cooperative working relationships with stakeholders and in contact in the course of work.

SKILL

1. Observe behaviours and situations, detect problems, and recall facts.
2. Respond to emergencies or stressful situations calmly, quickly, and decisively.
3. Operate a variety of office equipment including computers, scanners, fax machines and photocopiers.

ABILITY

1. Train and coordinate the work of others;
2. Supervise, train, and evaluate personnel;
3. Prepare and manage a budget;
4. Make decisions on administration in accordance with laws, regulations, and policies;
5. Establish and maintain effective and successful working relationships with social workers, judges, attorneys, employees, other agencies, and the public;
6. Follow written and verbal instructions;
7. Exercise judgment in relating to juveniles and in responding to changing situations;
8. Prepare clear, concise, accurate and complete written and oral reports and to maintain accurate records of work activities;
9. Work collaborative as part of a team and ability to build teams.
10. Act in alignment with the organization's desired culture to achieve organizational goals.

REPORTING RESPONSIBILITY:

Chief Executive Officer, Ministry of Human Development, Families and Indigenous Peoples' Affairs.

SPECIAL WORK CONDITIONS:

1. Work is subject to extended hours, weekends, call-backs or on-call status and irregular schedules to include completion of work assignments on evenings, weekends and holidays.
2. Work is subject to travelling and irregular hours in order to perform work assignments.
3. Possible exposure to combative situations in the control of juveniles in a confined area.

SALARY:

Government of Belize Payscale Pay Scale 25 of \$47,624.00 x \$1,644.00 - \$78,860.00 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, at least two references and a valid police report through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> or to the Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs, Sir Edney Cain Building, Belmopan no later than **12th April 2024.**



**ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER**

*c: Chief Information Officer, CITO
President, PSU
GEN/4/01/01*