



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE:	Deputy Superintendent of Prisons
MINISTRY:	Ministry of Public Safety and Utilities
DEPARTMENT:	Department of Correctional Services
LOCATION:	Grand Turk

JOB SUMMARY:

The Deputy Superintendent of Prisons is a complex role which requires strategic vision, tactical understanding and operational management. Working with and supporting the Superintendent of Prisons, the Deputy ensures that the prison's strategic and operational plans are delivered in line with the prison reform program. The Deputy, along with the Superintendent has national responsibility for the effective management of His Majesty's Prison Service in the Turks and Caicos Islands. The Job holder will ensure compliance with Prison Ordinance and regulations, protection of the public and the safe and secure welfare of Prisoners, abiding to international standards on the detention.

KEY DUTIES AND RESPONSIBILITIES:

- Ensures compliance with TCI legislation and international standards in regards to the detention of all persons,
- Compliance with human rights legislation regarding the detention of males, females and young persons,
- Monitor food and medical provision at the prison to ensure they meet the required standards.
- Identify emerging risks and ensure that risk mitigation and management is in place and effective.
- Oversee the prison daily operation and performance.
- Interrogate performance data and reports to ensure consistent and improving standards of delivery.
- Deputies for the Superintendent of Prison in their absence
- Maintains regular checks on conditions at the prison including food and hygiene standards and take appropriate actions to correct any irregularities.
- Ensures that prisoners are encouraged to lead a good and useful life in prison and on their return into the community.
- Ensures that the Prison regulations are enforced and that offences against prison discipline are administered fairly





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- Encourages and facilitates the development and implementation of programmes and activities within the prison that would enhance the rehabilitation and the productive capacity of prisoners
- Performs any other duties assigned by the Superintendent of prisons.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- Bachelor's Degree in a related field or equivalent learning competence. A Master Degree is desirable.
- Management Qualifications.
- Senior Prison Operational Manager qualification or equivalent evidenced experience

Experience:

- Minimum of ten (5) years of Senior Management Experience in an adult prison environment at a senior grade, preferably at the Assistance Superintendent (functional head) level as a minimum (Band 8 or equivalent)
- To have managed as a Head of functional in a Complex Prison' or have similar experience

SALARY: Grade 9.1 \$75,363.00 per annum plus allowances

APPLICATION PROCEDURE

All applications must be submitted through the E-Jobs Portal <https://careers.gov.tc> Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

"We thank all applicants for their interest, however, only persons selected for an interview will be contacted".

