

1. **Position:** Director of Juvenile Justice
2. **Purpose:** to support the implementation of the Juvenile Justice legislation, specifically on issues related to the creation and accreditation of diversionary programmes, to assist juveniles in the placement of facilities and to provide oversight/management, lead in the development and monitoring of a training agenda for staff. The office of the Director will be supported by at least 2 staff members and is expected to work in close partnerships with Ministries of Education, Social Protection (including the Childcare and Protection Agency and Public Health (including the Mental Health Unit), the Judiciary and the Guyana Police Force. Also, the Director will be responsible for building and maintaining strong partnerships with the Rights Commissions (including the Rights of the Child Commission to support monitoring and inspection of facilities) and the members of the Juvenile Justice Committee.
3. **Key Outputs:**
 - I. Reports
 - II. Briefs (including policy and other briefs) which can contribute to the implementation of the Act
 - III. Minutes/key action points from meetings (based on the coordination role of the Director (including of any partnership meetings)
4. **Key Activities:**

The Director of Juvenile Justice is responsible for organising and supervising the custody, education and rehabilitation of juveniles in facilities established under section 73 or designated under section 75 of the Juvenile Justice Act, 2018 and in accordance with any Regulations made under the Act.

In addition to subsection (1), the functions and duties of the Director of Juvenile Justice shall be to ensure the efficient, effective and coordinated delivery of services to juveniles in respect of whom custody orders are made and more particularly:

- i. control and manage facilities;
- ii. coordinate the delivery of support services to juveniles;
- iii. ensure the provision of adequate and suitable accommodation for the juveniles;
- iv. ensure the maintenance of the physical, psychological and emotional well-being of the juveniles;
- v. ensure the maintenance of appropriate discipline and good order in the facilities;
- vi. ensure the development and provision of physical infrastructure necessary to support the programmes and services provided by the facilities;
- vii. liaise with the Principals of the facilities;
- viii. provide for the training of the staff of the facilities;
- ix. facilitate the inspection and investigation of the facilities by the Juvenile Justice Committee;

- x. advise the Minister on policies and procedures related to the juvenile justice system;
- xi. carry out such policies in relation to juveniles in custody;
- xii. recommend to the Minister any adjustments in the provision of facilities;
- xiii. liaise with the court in relation to the level and nature of services available for juveniles charged with offences;
- xiv. develop and maintain suitable diversion programmes provided for under Part II of the Juvenile Justice Act including victim-offender reconciliation programmes, mediation programmes and restitution programmes;
- xv. establish and maintain community-based programmes that are an alternative to judicial proceedings;
- xvi. provide information to the public in respect of this Act and the juvenile justice system;
- xvii. cooperate and liaise with bodies that are interested or engaged in assisting children and juveniles who are at risk or have been charged with offences;
- xviii. formulate in collaboration with the Chief Probation Officer the policies and regulations to be adopted in relation to- (i) reintegration leave pursuant to section 94; (ii) the promotion of the educational and social development of juveniles in custody; (iii) visits and communication between juveniles housed in the facilities and their families, relatives and friends; (iv) the provision of facilities for specialised treatment or programmes to be made available to juveniles who may be in need of such treatment or programmes;
- xix. establish and maintain at the facilities specialized treatment or programmes to be made available to juveniles who may need such treatment or programmes;
- xx. identify specialised treatment or programmes provided by other governmental or non-governmental organisations and certify these as being suitable for juveniles in custody and authorise the participation of juveniles within the facilities in such specialised treatment or programmes;
- xxi. develop and maintain in collaboration with the Chief Probation Officer and any other relevant governmental or non-governmental organisation, programmes to facilitate the rehabilitation and reintegration of juveniles into the community;
- xxii. report to the Juvenile Justice Committee at such times as may be required by the Committee;
- xxiii. perform any other functions assigned by this Act or the Minister.

5. Minimum Qualifications, Knowledge and Experience

An Advanced degree from a recognised University in Social Sciences or related fields and 3 years' experience in planning, policy and implementation in juvenile justice or related fields.

OR

A Degree in Social Sciences from a recognised University or related fields and at least 5 years' experience in planning, policy and implementation in juvenile justice or related fields.

The incumbent solver should embrace key competencies including communication, drive for results, critical thinking creativity, a high degree of energy and problem solving skills.