



**CIRCULAR NO. 20/2020**  
**File No. 310/04** <sup>III</sup>

28<sup>th</sup> October, 2020

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Investigator (GMG/AM 1)** in the **Kingston and St. Andrew Municipal Corporation** salary range \$820,588 – \$975,421 per annum and any allowance(s) attached to the post:

***Job Purpose:***

The Incumbent, under the direction of the City Inspector, is required to conduct investigations into complaints and breaches and report findings

***Job Responsibilities:***

- Investigating complaints into encroachment and serving the relevant notices
- Inspecting and investigating conditions of premises and serve the relevant notices
- Investigating the demolition of unauthorized structures on the public thoroughfare or other premises owned by the Kingston and St. Andrew Municipal Corporation.
- Inspecting and reporting on the conditions of standpipes, street signs, sidewalks and parochial roads in the Municipality
- Investigating and reporting squatting on Kingston and St. Andrew Municipal Corporation's properties within Kingston and St. Andrew
- Preparing and issuing of Street Number Certificates
- Investigating and reporting on complaints of stray animals on thoroughfares as well as roadside garages
- Carrying out confidential investigations
- Any other duty assigned by the Supervisor from time to time

***Personal Attributes:***

The incumbent must maintain strict confidentiality in performing the duties of the Investigator and should demonstrate the following personal attributes:

- Honesty and trustworthiness
- Be respectful
- Possess cultural awareness and sensitivity
- Flexibility
- Sound work ethics
- Be a team player

***Specific Knowledge***

- Comprehensive knowledge of the laws, policies and procedures governing the KSAMC's operations
- Investigative procedures and techniques
- Working knowledge of relevant computer systems and applicants

***Qualification and Experience***

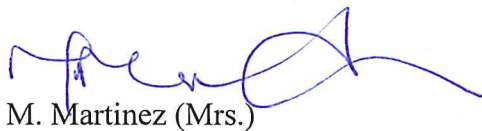
- Certificate/Diploma in Public Administration/Public Sector Management/Business Management/Business Administration
- Two (2) years related experience in a similar field

Applications accompanied by resumes should be submitted **no later than 13<sup>th</sup> November, 2020**  
**to:**

**Secretary  
Local Government Services Commission  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**Please note that only short-listed applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporation and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:

KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine