



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 86**  
**OSC Ref. C.6555**

**28<sup>th</sup> February, 2022**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Assistant Investigator (GMG/SEG 1) in the Independent Commission of Investigations (INDECOM) - (Headquarters)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Senior Investigator, the Assistant Investigator is required to take detailed and comprehensive statements from walk-in complainants. The incumbent is also responsible for assisting the Investigators with investigations and their resolutions.

**Key Responsibilities**

- Records Statements from walk-in and/or telephone complainants;
- Devises, in consultation with the Senior Investigator, a plan of action to be pursued in carrying out individual assignments;
- Makes appointments on behalf of the Investigative Team to interview members of the Security Forces and Agents of State;
- Informs complainants and relevant parties within limits, of the status of their investigations;
- Inspects and extracts from police or Government Records Information which is relevant to the cases being investigated;
- Requests the interview of persons and collects Statements from complainants, witness and other persons who may be of assistance in carrying out investigations;
- Assists with the intake process and documentation of complainants in conformity with established procedures, where necessary;
- Attends Post Mortem Examinations and takes notes.

**Required knowledge, Skills and Competencies**

- Excellent analytical and judgement skills
- Good investigative skills, including use of third-party contacts
- Good interpersonal skills
- Good oral and written communication skills
- Knowledge, skills and techniques in investigations and report writing gained from prior formal and informal training and on the job experience
- Ability to readily identify inconsistencies and other indicators

**Minimum Required Qualification and Experience**

- Undergraduate Degree in Law, Social Science or Forensic Science;
- Two (2) years' experience in the Courts or Criminal Justice System, Customer Service or the Service Industry;
- Certificate in Investigative Methods and Principles is an asset but not required.

**Special Conditions Associated with the Job**

- Minimal irregular and unscheduled working hours (10%);
- Some field work (15% - 20%) required;
- Possible exposure to disagreeable and hazardous conditions.

Applications accompanied by résumés should be submitted ***via email*** **no later than Monday, 14<sup>th</sup> March, 2022 to:**

[hrd@indecom.gov.jm](mailto:hrd@indecom.gov.jm)

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 Ministry/Department/Agency and brought to the attention of all eligible officers.**

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**