



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 210
OSC Ref. C. 6655

1st June, 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**, 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;
- Inspecting and extracting from Police or Government Records, information which is relevant to the cases being investigated;
- Requests the interview of persons and collecting statements from complainants, witnesses and other persons who may be of assistance in carrying out investigations;
- Assists with the intake process and documentation of complaints in conformity with established procedures, where necessary;
- Attends post mortem examinations and taking notes.

Required Knowledge, Skills and Competencies

- Excellent analytical and judgmental skills;
- Good investigative skills including use of third party contacts;
- Good interpersonal skills;
- Good communication skills: verbal, written and non-verbal;
- 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, and;
- Two (2) years working 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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th June, 2022 to:**

Email: hrd@indecom.gov.jm

Please note that only shortlisted 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 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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