



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 354

OSC Ref. C. 4840³²

12th September, 2023

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 following **vacant** posts in the **Revenue Protection Department**:

1. **Field Intelligence Officer (GMG/TA 7) – (Vacant);** salary range \$4,594,306 - \$6,178,830 per annum.
2. **Manager, Administration (GMG/SEG 2) – (Contract) (2) years;** salary range \$3,770,761 - \$5,071,254 per annum.

1. Field Intelligence Officer (GMG/TA 7)

Job Purpose

Under the direction of the Senior Field Intelligence Officer, the Field Intelligence Officer is responsible for identifying and developing intelligence and information sources by initiating enquiries through overt and/or covert means. The Field Intelligence Officer will be charged with gathering intelligence in the field proactively, utilising a variety of tactics to meet operational and strategic intelligence needs. The incumbent will be required to analyse and disseminate information on matters impacting the Revenue, and offences/breaches in violation of Revenue Laws and Regulations as well as other laws.

Key Responsibilities

Technical/Professional:

- Develops information and identify intelligence gaps to produce actionable intelligence reports for dissemination and bridge any/all gaps indicated by the intelligence team to identify revenue offenders/disrupt revenue criminal activities;
- Undertakes intelligence enquiries utilizing approved operational tactics and in line with current legislation, with a view to developing intelligence in support of operations and investigating officers;
- Analyses information, investigate, develop, plan and pursue the correct course of action to support operational information received; seek various sources to corroborate the information, identify relevant detail and build a comprehensive picture in order to make recommendations;
- Assesses, uses initiative to analyse subject(s) and/or location information to find the most appropriate solution/course of action to support an operation to its successful completion;
- Prepares intelligence packages in accordance with standard operating procedures and deliver briefings to a variety of audience in support of operations/investigations;
- Assists the intelligence team in conducting researches across TAJ/JCA sites to gather revenue intelligence/revenue criminal intelligence in a bid to aid potential case investigations/on-going investigations;
- Conducts overt and/or covert surveillance and background checks on suspects/potential suspects other associates/individuals or groups;
- Develops and maintains close liaison with intelligence operatives from other Law Enforcement Departments and Agencies; offering support and guidance to front line operatives in assistance with intelligence led law enforcement activities/operations;
- Conducts daily scans/observations across social/traditional media sources, revenues sites/locations to keep abreast of trends, and happenings that may involve or have implications for revenue operations;
- Carries out overt/covert surveillance activities utilizing tradecraft and state-of-the-art technological tools and means while adhering to standard operating procedures and existing legislations;
- Documents profile information accurately on suspects/potential suspects other affiliates including their activities/assets and associations on existing Intelligence Databases;
- Performs other duties/tasks as required.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Detail oriented;
- Excellent planning and organizing skills;
- Excellent judgment and decision making skills;
- Ability to influence and motivate others.

Technical:

- Comprehensive knowledge of the intelligence process and intelligence gathering techniques;
- Comprehensive knowledge of investigative and analytical techniques;
- Comprehensive knowledge of computer auditing techniques;
- Comprehensive knowledge of revenue laws, business laws, commercial and trade practices;
- Comprehensive knowledge of accounting principles and techniques;
- Proficiency in computer applications;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualifications and Experience

- B.Sc. Degree in Accounting or equivalent qualification;
- Advanced specialist training in Tax Fraud Investigation, Intelligence Gathering and Analysis, Financial Investigation Techniques;
- Revenue Agent Training Programme Certificate;
- Two (2) years related work experience.

Special Conditions associated with the job

- This is a demanding role which requires up to 75% of time being spent in the field.
 - Sometimes the officer will be required to work on his/her own.
 - Adverse working conditions however;
 - Travelling required up to 50% of the time, island wide and overseas as needed.
 - There can be stress due to the demands of Stakeholders.
- Extended working hours are expected to complete deadline-driven workloads.

2. Manager, Administration (GMG/SEG 2)

Job Purpose

Under the general supervision of the Director, Planning and Administration, the Manager Administration has the responsibility to provide leadership in the conducting of the daily office operations of the Division for the enhancement of greater efficiency and effectiveness. The incumbent would assume those functions that are aligned to facilities management, asset management (fixed assets and inventory), public procurement and utilities management

Key Responsibilities

Management/Administrative:

- Develops, implement and revise office management policies and procedures in accordance with workplace health and safety;
- Develops and implement asset management programmes, providing professional oversight to Asset, Inventory and Utilities Management activities to protect the Departments investment and financial interests;
- Ensures that adequate supplies/amenities are available and office equipment is in good working order;
- Monitors the procurement of goods and services;
- Oversees the inventory of furniture and equipment assigned to the Division;
- Provides efficient customer and telephone services;
- Monitors and ensure efficient submissions and timely dispatch of suppliers' invoices and cheques by the Accounts support team;

- Implements innovative management procedures to promote cost saving measures for the Division's expenditure.

Technical/Professional:

- Determines the needs for reconfiguration and reassignment of furniture and equipment;
- Establishes preventative maintenance schedules for machinery, equipment and furniture;
- Coordinates property/office-refurbishing activities to enable the provision of adequate staff accommodation;
- Arranges the on-going disposal of unserviceable stores in collaboration with the Asset Management Branch of the Department;
- Assesses and documents any deficiency, loss, damage or destruction of Government assets;
- Reconciles fuel expenses in keeping with budgetary provisions in order to ensure economical usage;
- Facilitates the scheduling of maintenance and repairs services;
- Ensures that the Occupational Health and Safety guidelines are shared and adhered to;
- Coordinates the orientation and onboarding of new members of staff to include the provision of telephone codes, computer, furniture and equipment, etc.;
- Oversees the maintenance of an effective provision janitorial service to the Department;
- Manages the Division's assets, such as printers, computers, phones etc. and arranges for the prompt repair or replacement of faulty equipment;
- Supervises the records management system to facilitate the efficient handling of general and highly sensitive records;
- Manages the procurement of goods and services for the Department;
- Liaises with the ministry in the planning disaster control measures including the provision of emergency supplies, arranging periodic security drills;
- Monitors the purchasing of goods and services required for the operations of the functions;
- Reviews utility bills, detect discrepancies and submit for payment;
- Develops and implements conservation strategies;
- Certifies invoices and requisitions for goods and services;
- Liaises with suppliers to obtain updated information on raw material, stationary items, equipment, furniture, fixtures and fittings;
- Consults with Managers/Staff on aspects of testing/specification and overall suitability of goods and services;
- Evaluates the performance of goods and service providers to determine whether or not value for money is obtained;
- Liaises with other Branch Managers to ascertain needs as well as ensuring that contractual agreements relating to purchasing and lease arrangements are adhered to;
- Ensures that adequate telephone facilities are provided for staff;
- Ensures the receptionist area is adequately staffed and protocols observed in the handling of visitors and staff;
- Ensures that the environment at the reception area is hospitable and that the staff members assigned are performing satisfactorily;
- Receives completed documentations (suppliers' invoices, commitment vouchers and requisitions);
- Ensures that authorized documents are dispatched to MOF&PS Finance and Accounts Division for further action such as the preparation of payments and/or Purchase Orders;
- Manages daily Petty Cash Accounting System and records all monies received in the Receipt Cash Book;
- Receives requests for funds duly certified from Branch Heads and approved by Director Planning and Administration;
- Serves as a resource for the Director and other core technical staffs by providing a full range of administrative support.

Human Resource Management:

- Contributes to the development of the strategic/operational and individual work plans and budget for the Branch;
- Maintains harmonious relationships with colleagues;
- Conducts periodic reviews of supervisees in accordance with work plans;
- Evaluates, on a continuous basis, the performance of direct reports and conducts final assessment based on performance assessment criteria and prepares performance report.
- Ensures that each direct report prepares their individual development plan, as an outcome of their individual Performance Review;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and customers, ensuring that the Department provides a consistently high level of service to them;
- Participates in meetings, seminars, workshops and any other related forums;

- Keeps abreast of new developments within the environment that impacts the operations of the Division;
- Any other duties.

Required Knowledge, Skills and Competencies

Core:

- Good planning and organization skills;
- Able to apply good judgment, exercise initiative and cope well under pressure;
- Excellent interpersonal skills and able to work as part of a team;
- Excellent verbal and written communications skills with time management skills;
- Problem solving and decision-making skills.

Technical:

- Proficiency in Microsoft Office suite;
- Knowledge of office management and administrative procedures and practices;
- Knowledge of the principles and practices of public administration;
- Knowledge of Government Accounting practices;
- Comprehensive knowledge of the Revenue Administration and the Financial Administration and Audit Acts;
- Training in Supplies Management/Purchasing Management;
- Knowledge of Government Procurement Guidelines;
- Working knowledge in budget cash flow preparation;
- Knowledge of related GOJ policies and procedures;
- Knowledge of the operations within RPD.

Minimum Required Qualifications and Experience

- A Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution; plus;
- At least three (3) years' experience in related field.

Applications accompanied by Résumés should be submitted **no later than Monday, 25th September, 2023 to:**

**Commissioner
Revenue Protection Department
1 Shalimar Avenue
Kingston 3**

Email: rpdjobs@mof.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.



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

