



Office of the Services Commissions

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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 (RPD)**:

1. **Deputy Commissioner, Compliance and Accountability (RMG/TA 10)**, salary range \$8,309,840 – \$11,175,811 per annum.
2. **Senior Assistant Commissioner, Revenue Investigation (RMG/TA 9)**, salary range \$6,820,273 – \$9,172,509 per annum.
3. **Senior Legal Officer (JLG/LO 4)**, salary range \$6,820,273 – \$9,172,509 per annum.
4. **Senior Assistant Commissioner, Compliance and Accountability (RMG/TA 9)**, salary range \$6,820,273 – \$9,172,509 per annum.
5. **Assistant Commissioner, Revenue Investigation (RMG/TA 8)**, salary range \$5,597,715 – \$7,528,305 per annum.
6. **Intelligence Officer (RMG/TA 7)**, salary range \$4,594,306 - \$6,178,803 per annum.
7. **Compliance and Accountability Officer (RMG/TA 7)**, salary range \$4,594,306 - \$6,178,803 per annum.
8. **Revenue Investigator (RMG/TA 7)**, salary range \$4,594,306 - \$6,178,803 per annum.
9. **Administrative Assistant (GMG/AM 2)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Deputy Commissioner, Compliance and Accountability (RMG/TA 10)

Job Purpose

To provide leadership and strategic direction to the inspections/investigations and compliance of public offices. This involves directing investigations/inspections of projects and programmes for the purposes of ensuring that public funds and assets are being expended and utilized in a cost-effective manner and in accordance with the Financial Administration and Audit (FAA) Act, the Public Bodies Management and Accountability (PBMA) Act and the wishes of Parliament.

To plan, direct, co-ordinate and monitor the activities of the Compliance and Accountability Branch in order to ensure that objectives and targets are achieved.

Key Responsibilities

Technical/Professional:

- Directs the conduct of inspections/investigations within MDAs and Public Bodies (PBs) in order to assist the Public Administration and Appropriations Committee (PAAC) with its functions by:
 - ✓ Examining budgetary expenditure of Government Agencies to ensure that expenditure is done in accordance with Parliamentary approval;
 - ✓ Monitoring expenditure as it occurs and keeping the Parliament informed of how the Budget is being implemented;
 - ✓ Enquiring into the administration of Government to determine hindrances to efficiency and to make recommendations to the Government for improvement of public administration;
 - ✓ Advising of the capacity and capability of any public sector entity, project or programme in undertaking any proposed large outlay of public funds;
 - ✓ Developing in collaboration with Accounting Officers strategies to arrest situation, which could undermine public accountability;

- ✓ Conducting complex and sensitive investigations including fieldwork such as visiting the entities and worksites to observe progress and discuss related issues;
- ✓ Assigning cases based on workplan or as directed and as a consequence of complaints from stakeholders;
- ✓ Monitoring the progress of active investigations to ensure that the investigative work process is performed with professional competence, technical accuracy and integrity;
- Analyzes requests, complaints, or allegations in relation to appropriate laws and regulations of the Government;
- Establishes the inter-relationship of facts and/or evidence in the case through questioning of principals and witnesses, taking statements, securing related documents and other materials, as well as performing extensive record searches and analyses;
- Determines if value for money has been achieved by:
 - ✓ Examining financial management and accounting for public money;
 - ✓ Safeguarding and control over public property;
 - ✓ Ensuring compliance with authority;
 - ✓ Investigating waste and extravagance;
 - ✓ Determining whether there are appropriate procedures in place for measuring and reporting programme effectiveness.
- Receives and reviews the following reports:
 - ✓ The Auditor General's Reports and queries
 - ✓ The Internal Auditor's Reports and queries
 - ✓ Audit Committee's Reports and queries
 - ✓ All reports relating to any of the following:
 - Incidence of fraud and irregularities
 - Incidence of losses and defalcations
 - Incidence of financial indiscipline
 - Waste and extravagance
 - Overpayment of public funds
 - Unauthorized expenditures
 - Breaches of the FAA Act and other laws
 - Late presentations of Financial Statements and accounts
 - Expenditure in excess of sums approved by parliament
 - Failure to respond to audit queries
 - Inadequacies in the management of properties and absence of control over furniture, motor vehicle, equipment and machinery
 - Improper management of stores and supplies
 - Carelessness and neglect in the preparation of accounting records and general absence or unreliability of control procedures.
- Leads in the preparation of clear, concise and comprehensive reports of investigations utilizing all pertinent field notes and other data;
- Testifies on behalf of the Government in criminal, civil and administrative Hearings;
- Directs all levels of investigations related to Public Sector capital projects and joint ventures;
- Advises of the capacity and capability of any Public Sector entity or project in undertaking large outlay of public funds;
- Examines project documents prepared by Project Managers;
- Leads complex and sensitive investigations including fieldwork such as visiting worksites to observe progress on capital projects and discussing related issues;
- Facilitates the investigation of cases that show actual expenditures significantly exceeding budgeted expenditures;
- Analyzes reasons for variances as appropriate and makes recommendations for corrective action in the case of poor project management;
- Participates in meetings convened by Project Managers to conduct mid-term evaluations of projects;
- Provides technical data, financial information and any analysis of financial information which may be used in the development of policy guidelines;
- Provides periodic reports to the Financial Secretary on points raised by the Auditor General, and their status;
- Communicates the results of high-risk integrity areas to detect corruption, extravagance and waste of Government's resources in order to alert managers and employees to potential hazards;
- Collaborates with key stakeholders to develop frameworks to promote compliance and accountability;
- Provides technical advice to Government functionaries, Agencies, Companies and Statutory Bodies as well as holders of constitutionally established posts;
- Plans, organizes and directs the work of the Branch by overseeing the developments of the Corporate, Operations, Work Plans and Budget;
- Develops job rotation strategy for the Branch;
- Conducts periodic reviews of supervisees in accordance with Work Plans;

- Develops and manages the performances of the Branch and staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback and arranging for training.
- Conducts final assessment of supervisees based on performance assessment criteria and prepares Performance Reports;
- Ensures that the staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular Staff Meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that impact the Branch so as to provide solutions to achieve the objectives;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assignments as well as compliance with established systems and procedures;
- Utilizes management tools such as succession planning/training and other job enrichment strategies to motivate and empower employees;
- Reviews and signs off on all Performance Management Reports and Work Plans for staff within the Branch;
- Participates in personnel related duties including selection, training and discipline for the Branch's staff in accordance with the Ministry's policies and procedures;
- Develops and reviews the Branch's policies, procedures and systems to meet the Ministry's goals, objectives and targets;
- Maintains effective working relations with external and internal stakeholders and customers, ensuring that the Department provides a consistently high level of service to them.

Required Knowledge, Skills, and Competencies

- Advanced specialized training in Investigative Techniques
- Good knowledge of administrative and financial management functions including internal fiscal control in order to review and analyze financial records and transactions
- Comprehensive knowledge of accounting principles and techniques
- Comprehensive knowledge of judicial process and laws of evidence
- Good leadership skills
- Integrity/Ethics
- Strategic Management
- Negotiating and Persuading
- Good problem-solving and Analysis skills
- Good interpersonal skills

Minimum Required Qualification and Experience

- Master's Degree in Business Administration (MBA) with emphasis on finance, or a Master of Science (MSc) degree in Accounting or any other equivalent qualifications;
 - Six (6) years' experience with at least four (4) years' post qualification experience in Senior Management positions including three (3) years' experience in a related field.
- OR**
- Bachelor's Degree in Business Administration (MBA) with emphasis on finance, or a Bachelor of Science (BSc) Degree in Accounting or any other equivalent qualifications;
 - Ten (10) years' experience with at least six (6) years' post qualification experience in Senior Management positions including three (3) years' experience in a related field.

Special Condition Associated with the Job

- Exposure to personal threat and danger.

2. Senior Assistant Commissioner, Revenue Investigation (RMG/TA 9)

Job Purpose

To identify revenue breaches (actual and potential) and conduct criminal investigation and enforcement activities relating to tax fraud, general smuggling, evasion of customs duties and fraudulent declaration by importers, exporters and tax payers. This includes sensitive and highly complex investigations requiring strong forensic/accounting skills.

Key Responsibilities

Technical/Professional:

- Reviews and evaluates information obtained that indicates criminal tax evasion schemes and/or customs/tax offences by individuals or groups involved in illegal/legal activities;

- Obtains additional information and evidence, internally or from other sources in support of alleged customs/tax offences;
- Develops and cultivates appropriate contacts which are essential in obtaining leads and valuable information;
- Analyzes, investigates, summarizes and verifies financial records;
- Develops computerized models to be used in the presentation of financial evidence;
- Co-ordinates activities with other experts;
- Eliminates and/or identifies authors of questioned handwriting by comparing the elements of writing with known specimen including printing processes, visualization and sequencing of fraudulent alterations;
- Participates in analysis and evaluation of business trends by using direct and indirect methods of verification and reviews business documents to detect potential fraud matters;
- Identifies weaknesses in revenue laws and recommends appropriate amendments;
- Conducts highly complex and sensitive cases;
- Provides technical expertise in the conduct of joint investigations into tax fraud or acts of corruption;
- Participates in searches as the (forensic/financial expert) with officers to obtain documents to serve as evidence in the prosecution of criminal cases in respect of tax fraud and related activities;
- Ensures that all documentation (including evidence not yet handed over to the authorities) in respect of forensic evidence is properly maintained and in a secure environment;
- Identifies sources of evidence;
- Determines the legal basis for the activities after consultation with the legal officer;
- Determines strategies to be utilized in the investigation process;
- Conducts interviews with witnesses and suspects;
- Obtains and executes Search Warrants in order to secure physical evidence;
- Prepares letters, affidavits, memoranda and Investigative Reports for administrative purposes and for use in Court proceedings;
- Arrests and charges suspects as necessary;
- Liaises with Legal Officer to ensure evidence collected meets the standard of the Court;
- Attends Court as an expert witness for the prosecution;
- Participates, when required, in negotiations with the tax payers and/or their representatives to reach settlements on the basis of facts developed and applicable laws and regulations;
- Makes recommendations for settlement consequent on infractions under the Revenue Laws;
- Educates taxpayers about legislation, policies and procedures during investigations to promote compliance;
- Responds to enquiries on investigations by individuals, businesses, law enforcement Agencies, and legal representatives;
- Updates the Assistant Commissioner, on details of certain cases for possible public information;
- Conducts secondary examinations on various ports of entry.

Human Resource:

- Plans organizes and directs the work of the Team by supervising the developments of the Corporate, Operations, Work Plans and Budget;
- Assists in implementing the job rotation strategy for the Branch;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Develops and manages the performances of the Department and staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback and arranging for training;
- Evaluates, on a continuous basis, the performance of direct reports and their achievement of the objectives and strategies of the Corporate Plan;
- Conducts final assessment of supervisees 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;
- Provides guidance to staff through coaching, mentoring and training. Provide guidance and support as and when needed;
- 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.

Required Knowledge, Skills and Competencies

- Expert knowledge of the Revenue Acts and Regulations

- Expert knowledge of investigative policies, intelligence gathering and investigative techniques
- Comprehensive knowledge of the principles of management, administration, planning and resource utilization
- Expert knowledge of civil statutes, and regulations, civil rights, concerning arrest, seizures, bribery, coercion, intimidation of officers of the law and all matters falling under the jurisdiction of tax administration
- Working knowledge of relevant computer systems and applications
- Excellent oral and written communication skills
- Good supervisory skills
- Sound Job knowledge
- Integrity and Ethics
- Excellent problem-solving and analytical skills
- Good teamwork
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- BSc Degree in Accounting or Level II (ACCA) or equivalent qualifications;
- Advanced specialized training in Investigative techniques;
- Three (3) years related work experience auditing and/or forensic accounting.

Special Conditions Associated with the Job

- Irregular and unscheduled work hours (e.g. surveillance activities or special operations, outside of normal work hours);
- Frequent travel islandwide.

3. Senior Legal Officer (JLG/LO 4)

Job Purpose

Reporting to the Commissioner, Revenue Protection Department, the incumbent is responsible for providing efficient legal advice and guidance to the Commissioner to ensure the successful prosecution of Civil Recovery, Cash Forfeiture, and all other civil cases being pursued by the Department within established policies.

Key Responsibilities

Technical/Professional:

- Provides the Commissioner with legal and policy related advice to enhance the administration of the Department;
- Supports policy development and advances national Justice reform/development/innovation/improvement/enhancement;
- Leads the Legal Team in identifying legal and policy challenges; providing advice on needed law reform activities; and preparing Cabinet (and other relevant) Submissions for amendments to applicable legislation;
- Assists in the preparation of regulations governing the Department and revenue/financial crimes;
- Attends official meetings such as Joint Select Committees of Parliament on behalf of the Department.
- Assists in establishing the appropriate processes for identifying suitable civil recovery and post-conviction asset forfeiture opportunities under POCA;
- Attends Court for RPD as appropriate given the nature and complexity of the relevant matters;
- Oversees and directs the general functions of the Legal and Prosecutorial Services Branch and ensures future needs are met;
- Facilitates and directs the prosecution of the Department's civil and criminal matters at all levels of the Courts of Jamaica;
- Oversees and facilitates the provision of legal advice to the Commissioner and Investigators during the investigation and litigation stages of civil and criminal proceedings involving the Department;
- Develops and implements standard operational procedures for investigations, litigation and enforcement of judgments;
- Ensures the establishment and review of Memoranda of Understanding and Service Level Agreements;
- Designs, develops and implements a professional development programme for Legal Division staff;

- Supports the RPD's internal Training and Staff Development programme by conducting legal research and making legal presentations at internal workshops and seminars;
- Ensures application of ODPP's Protocol for Prosecutions to all criminal investigations and prosecutions;
- Represents the Office, and makes legal presentations, at various externally organized fora, workshops and seminars;
- Oversees the provision of legal advice to the public on issues related to financial crimes and asset forfeiture;
- Oversees drafting of submissions on policies/papers sent from Ministries;
- Participates as member of National Working Groups;
- Facilitates and ensures judicious application of existing laws to all stage of the Division's cases;
- Ensures adequate supervision and mentoring given to Junior Counsel;
- Exercises confidentiality and integrity in the performance of duties;
- Ensures the research of the Department is comprehensive and submitted within agreed time frame;
- Acts as a resource pool for the development of legal arguments, precedents and briefs of authorities.

Management/Administrative:

- Oversees the development, implementation and improvement of Standard Operating Procedures for the Department;
- Oversees the effective management and operation of the Department and its activities;
- Directs the preparation, approval and management of the Department's Annual Budget;
- Directs the process of developing, finalizing and executing the Department's Corporate and Operational Plans and ensuring they are in accordance with the Strategic Objectives of the Department;
- Develops and approves the Performance Commitments cascaded from the Department's Strategic and Operational Plans and Strategy Map;
- Evaluates staff and makes recommendations for promotion/appointment;
- Co-ordinates resources to ensure that the Department's staff have sufficient and appropriate tools to enable them to undertake their duties efficiently and effectively;
- Develops the Operating Plan and Budgets for the Department and secures approval from the Commissioner;
- Determines the Department's training needs and designs/sources the appropriate opportunities;
- Conducts own performance self-assessment and signs off.

Human Resource:

- Spearheads recruitment of appropriate Legal Officers to timeously fill vacancies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching in Office and at Court;
- Ensures effective communication achieved within the Department between the Director and staff members.

Required Knowledge, Skills and Competencies

- Skill in the use of FID's Case Management Application and the associated reporting tools
- High level of ICT literacy and use of analytical reporting tools would be a significant asset
- Awareness of relevant legislation, civil and criminal practice and procedure and evidence requirements
- Highly skilled in the use of Microsoft Office suite
- Excellent analytical and legal research and writing skills
- Flexibility and Adaptability
- Good problem-solving and critical thinking
- Emotional Intelligence
- Stewardship Responsibility and Accountability
- Results-Oriented

Minimum Required Qualification and Experience

- Tertiary level education;
- Certification as a Paralegal;
- Three (3) years' experience as a paralegal, or similar role.

Special Conditions Associated with the Job

- Subject to Polygraph tests and Vetting (inc. background checks);
- Adhere/Maintain Critical deadlines for completion of projects;
- Ability to cope under pressured working conditions;
- May be required to work extended working hours, on weekends and public holidays.

4. Senior Assistant Commissioner, Compliance and Accountability (RMG/TA 9)

Job Purpose

To conduct investigations/inspections of public offices including the implementation of project/programmes for the purpose of ensuring that public funds and assets are being expended and utilized in a cost-effective manner and in accordance with the Financial Administration and Audit (FAA) Act, the Public Bodies Management (PMBA) Act and the wishes of Parliament.

Key Responsibilities

Technical/Professional:

- Conducts moderately complex to complex investigations and sensitive inspections;
- Analyses requests, complaints or allegations in relation to appropriate laws and regulations of the government;
- Pursues issues arising out of the risk analysis conducted so as to minimize/mitigate potential risks to the revenue;
- Gathers evidence/facts through questioning of principals and witnesses, taking statements, securing related documents and other materials as well as performing extensive record searches and analyses;
- Receives and reviews the following reports:
 - ✓ The Auditor General's reports and queries
 - ✓ The Internal Auditor's reports and queries
 - ✓ Audit Committee's reports and queries
 - ✓ All reports relating to any of the following:-
 - Incidence of fraud and irregularities
 - Incidence of losses and defalcations
 - Incidence of financial indiscipline
 - Waste and extravagance
 - Overpayment of public funds
 - Unauthorized expenditures
 - Breaches of the FAA Act and other laws
 - Late presentations of Financial Statements and accounts
 - Expenditure in excess of sums approved by parliament
 - Inadequacies in the management of properties and absence of control over furniture, motor vehicle equipment and machinery
 - Improper management of stores and supplies
 - Carelessness and neglect in the preparation of accounting records and general absence or unreliability of control procedures
- Prepares reports of investigations utilizing all pertinent field notes and other data;
- Testifies on behalf of the Government in criminal, civil and administrative Hearings;
- Determines if value for money has been achieved by:-
 - Examining the financial management act;
 - Examining (MDAs) financial management and accounting for public money;
 - Safeguarding the control over public property;
 - Ensuring compliance with authority;
 - Investigating waste and extravagance;
 - Examining the maintenance of inventories and other non-accounting records which are basic to the proper management of assets such as motor vehicles, equipment, lands and buildings;
 - Determining whether there are appropriate procedures in place for measuring and reporting programme effectiveness;
 - Determining whether officials issued with Credit Cards are authorized by the competent authorities and whether items/services purchased by the credit cards are in keeping with Government's business;
 - Examining the pattern of Credit Card purchases over time to determine evidence of waste/extravagance, if any.
- Conducts variance analysis of expenditure against budget and against prior period(s) analyzing causes for variances;
- Analyzes expenditure with a view to determine potential sources of cost savings and efficiencies;

- Recommends how future Budgets can reflect savings;
- Examines methods of costing actual outputs compared with those estimated in the Corporate Plan;
- Conducts all levels of investigations relating to Public Sector capital projects and joint ventures;
- Advises of the capacity and capabilities of any Public Sector entity or project in undertaking large outlay of public funds;
- Examines project documents prepared by Project Managers in the MDAs;
- Investigates cases which show actual expenditures exceeding budgeted expenditures;
- Examines reasons for variances as appropriate and make recommendations for corrective actions in the case of poor project management;
- Participates in meetings convened by Project Managers to conduct mid-term evaluation of projects;
- Provides key stakeholders with adequate information which seeks to counteract corruption, extravagance and waste of Government's resources;
- Provides technical data, financial information and any analysis of such financial information which may be used in the development of policy guidelines;
- Communicates the results of high-risk integrity areas to detect corruption, extravagance and waste of Government's resources in order to alert managers and employees to potential hazards;
- Collaborates with other Departments within the Ministry, particularly PEX, PED, PXPC as part of the identification of potential risks to the revenue;
- Provides advice to Government's functionaries, Agencies, Companies and Statutory Bodies as well as holders of constitutionally established posts;
- Conducts background checks into potential employees of Tax Administration Jamaica, Jamaica Customs Agency and the Accountant General's Department;
- Co-ordinates and supervises the activities of supervisees to ensure completion of assigned cases as well as compliance with established procedures and technical requirements by:-
 - ✓ Assigning work and making provision for experience and skill;
 - ✓ Developing and implementing standards to measure the performance;
 - ✓ Appraising the technical quality of work of supervisees;
- Liaises with the Deputy Commissioner in developing Work Plans and making preparations for the inspections and investigations to be conducted;
- Recommends and plans programmes of inspections/investigations within investigative guidelines;
- Assists in the development and preparation of strategies for achieving objectives;
- Participates in the development of detailed Investigative Action Plans setting out the investigative scope, objectives, staff assignments and time/costs Budgets;
- Reviews investigative evidence before submission to the Deputy Commissioner, to ensure that they adequately support investigative findings and are in compliance with investigative standards;
- Reviews inspection and investigative reports to ensure that they comply with established formats;
- Appraises performance of assigned supervisees, recommends professional and job assignment development activities with particular emphasis on transferring skills, motivating staff, setting performance targets, providing feedback to staff and arranging for training;
- Ensures that staff have adequate and appropriate physical resources in order to facilitate the efficient and effective performance of assigned duties;
- Signs performance reports;
- Maintains effective working relationship with internal and external stakeholders and ensures that the Branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Good knowledge of administrative and financial management functions, including internal fiscal control in order to review and analyze financial records and transactions
- Expert knowledge of investigative policies, intelligence gathering and investigative techniques
- Comprehensive knowledge of Accounting principles and techniques
- Comprehensive knowledge of judicial process and laws of evidence
- Comprehensive knowledge of the principles of management, administration, planning and resource utilization
- Working knowledge of relevant computer systems and applications
- Excellent leadership/management skills
- Excellent oral and written communication skills
- Integrity and Ethics
- Excellent problem-solving and analytical skills
- Judgement

- Good interpersonal skills
- Good negotiating skills

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Accounting or Finance or equivalent qualification;
- Advanced specialized training in Investigative Techniques;
- Five (5) years related work experience at a managerial level.

Special Conditions Associated with the Job:

- Irregular and unscheduled working hours;
- Frequent travel islandwide;
- Exposure to disagreeable and hostile conditions including personal threat and injury.

5. Assistant Commissioner, Revenue Investigation (RMG/TA 8)

Job Purpose

To identify revenue breaches (actual and potential) and conduct criminal investigation and enforcement activities relating to tax fraud, general smuggling, evasion of customs duties and fraudulent declaration by importers, exporters and tax payers. This includes sensitive and highly complex investigations requiring strong forensic/accounting skills.

Key Responsibilities

Technical/Professional:

- Reviews and evaluates information obtained that indicates Criminal Tax Evasion Schemes and/or customs/tax offences by individuals or groups involved in illegal/legal activities;
- Obtains additional information and evidence, internally or from other sources in support of alleged customs/tax offences;
- Develops and cultivates appropriate contacts which are essential in obtaining leads and valuable information;
- Analyzes, investigates, summarizes and verifies financial records;
- Develops computerized models to be used in the presentation of financial evidence;
- Co-ordinates activities with other experts;
- Eliminates and/or identifies authors of questioned handwriting by comparing the elements of writing with known specimen including printing processes, visualization and sequencing of fraudulent alterations;
- Participates in analysis and evaluation of business trends by using direct and indirect methods of verification and reviews business documents to detect potential fraud matters;
- Identifies weaknesses in revenue laws and recommends appropriate amendments;
- Conducts highly complex and sensitive cases;
- Provides technical expertise in the conduct of joint investigations into tax fraud or acts of corruption;
- Participates in searches as the (forensic/financial expert) with officers to obtain documents to serve as evidence in the prosecution of criminal cases in respect of tax fraud and related activities;
- Ensures that all documentation (including evidence not yet handed over to the authorities) in respect of forensic evidence is properly maintained and in a secure environment;
- Identifies sources of evidence;
- Determines the legal basis for the activities after consultation with the Legal Officer;
- Determines strategies to be utilized in the investigation process;
- Conducts interviews with witnesses and suspects;
- Obtains and executes search warrants in order to secure physical evidence;
- Prepares letters, Affidavits, Memoranda and Investigative Reports for administrative purposes and for use in court proceedings;
- Arrests and charges suspects as necessary;
- Liaises with Legal Officer to ensure evidence collected meets the standard of the Court;
- Attends Court as an expert witness for the prosecution;
- Participates, when required, in negotiations with the taxpayers and/or their representatives to reach settlements on the basis of facts developed and applicable laws and regulations;
- Makes recommendations for settlement consequent on infractions under the Revenue Laws;

- Educates taxpayers about legislation, policies and procedures during investigations to promote compliance;
- Responds to enquiries on investigations by individuals, businesses, law enforcement agencies, and legal representatives;
- Updates the Assistant Commissioner, on details of certain cases for possible public information;
- Conducts secondary examinations on various ports of entry.

Required Knowledge, Skills, and Competencies

- Expert knowledge of the Revenue Acts and Regulations
- Expert knowledge of investigative policies, intelligence gathering and investigative techniques
- Comprehensive knowledge of the principles of management, administration, planning and resource utilization
- Expert knowledge of civil statutes, and regulations, civil rights, concerning arrest, seizures, bribery, coercion, intimidation of officers of the law and all matters falling under the jurisdiction of tax administration.
- Working knowledge of relevant computer systems and applications
- Excellent oral and written communication skills
- Good Job knowledge
- Integrity and Ethics
- Excellent problem solving and analysis skills
- Sound judgement
- Teamwork
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- BSc Degree in Accounting or Level II (ACCA) or equivalent qualifications;
- Advanced specialized training in Investigative techniques;
- Three (3) years related work experience auditing and/or forensic accounting.

Special Conditions Associated with the Job

- Irregular and unscheduled work hours (e.g. surveillance activities or special operations, outside of normal work hours);
- Frequent travel islandwide.

6. Intelligence Officer (RMG/TA 7)

Job Purpose

To gather, analyze and disseminate information on cases concerning actual and suspected violators of the Revenue and other laws, and assist in obtaining information required to maintain the integrity of Revenue Services Employees.

Key Responsibilities

Technical/Professional:

- Identifies and develops cases concerning actual and potential violators of Revenue laws and laws governing the operation of Financial Institution with the aim of recovering lost revenue;
- Gathers and Logs information received or self-generated;
- Identifies sources of information requirements;
- Interrogates the various databases that the Intelligence Unit has access to;
- Analyzes information to identify and develop cases where it is suspected that tax and other frauds are being committed;
- Compiles evidence to support allegations of breaches of specific laws;
- Conducts surveillance of persons and businesses;
- Prepares Intelligence Report;
- Provides support to other Officers of the Intelligence Unit in the case development process;
- Testifies before Magistrates or Tribunals as an expert witness for the Government;
- Assists Attorneys in the preparation of criminal cases for trial;
- Produces Intelligence Reports that are accurate, clear, concise and complete;
- Records information in a logical sequence;
- Obtains background information on suspects and their accomplices;

- Requests and obtains Law Enforcement Records, Tax Assessment and Collection Records, Investigation Records, inter-alia, for examination, comparison and detailed analysis;
- Develops Case Files on suspects;
- Conducts surveillance on persons and businesses;
- Prepares objective tactical intelligence reports for Investigations;
- Ensures that response to information request is reliable and disseminated on a timely basis;
- Sorts, compares and records information received in logical sequence if not already documented;
- Grades and codes information in terms of reliability, credibility and sensitivity;
- Identifies the information requirements;
- Ascertains the need for additional information or further analysis;
- Enters information on all completed cases received;
- Reads daily papers and log information on all persons associated with breaches of revenue laws and/or offences listed in the second schedule of the proceeds of Crime Act;
- Enters information on targets of information request on the Intelligence database;

Required Knowledge, Skills, and Competencies

- 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
- Comprehensive knowledge of the systems, procedures and organizational structure of Revenue Departments
- Comprehensive knowledge of business laws, commercial and trade practices
- Comprehensive knowledge of accounting principles and techniques
- Proficiency in computer applications

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Irregular and unscheduled work hours (e.g. surveillance activities or special operations, outside of normal work hours);
- Exposure to personal threat and injury.

7. Compliance and Accountability Officer (RMG/TA 7)

Job Purpose

To conduct investigations/inspections of public offices including the implementation of policies/programmes for the purpose of ensuring that public funds and assets are being expended and utilized in a cost-effective manner and in accordance with the Financial Administration and Audit (FAA) Act, the Public Bodies Management and Accountability (PBMA) Act and the wishes of Parliament.

Key Responsibilities

Technical/Professional:

- Conducts investigations and inspections either individually or as a member of a Team;
- Makes Interim Report of findings, making recommendations as required, so that action may be taken prior to the submission of a formal report to safeguard the government, its property and reputation;
- Analyzes requests, complaints, or allegations in relation to appropriate laws and regulations of the Government;
- Collects information through questioning of principal witnesses, taking statements, securing related documents and other materials as well as performing extensive record searches and analysis;
- Investigates/inspects all reports relating to the following:

- Incidence of fraud and irregularities
 - Incidence of losses and defalcations
 - Incidence of financial indiscipline
 - Waste and extravagance
 - Overpayment of public funds
 - Unauthorized expenditure
 - Breaches of the FAA Act and other laws
 - Late presentations of Financial Statements and Accounts
 - Expenditure in excess of sums approved by parliament.
 - Inadequacies in the management of properties and absence of control over furniture, motor vehicle, equipment, and machinery
 - Improper management of stores and supplies
 - Carelessness and neglect in the preparation of accounting records and general absence or unreliability of control procedures.
- Prepares clear, concise and comprehensive reports of investigations utilizing all pertinent field notes and other data;
 - Testifies on behalf of the Government in Criminal, Civil and Administrative Hearings;
 - Examines the existing policies that safeguard and control public property;
 - Examines (MDAs) financial management and accounting for public money;
 - Safeguards and has control over public property;
 - Ensures compliance with authority;
 - Examines waste and extravagance;
 - Examines the maintenance of inventories and other non-accounting records which are basic to the proper management of assets such as motor vehicles, equipment, lands and buildings;
 - Determines whether there are appropriate procedures in place for measuring and Reporting Programme effectiveness;
 - Determines whether officials issued with credit cards are authorized by the competent authorities and whether items/services purchased by the credit cards are in keeping with Government's business;
 - Analyzes the pattern of credit cards purchases over time to determine evidence of waste/extravagance, if any;
 - Undertakes Variance Analysis of expenditure against Budget and against prior period(s) analysing causes for variances;
 - Undertakes analysis of expenditure with a view to determine potential sources of cost savings and efficiencies.
 - Recommends how future Budgets can reflect savings;
 - Examines methods of costing actual outputs compared with those estimated in the Corporate Plan;
 - Conducts investigations related to Public Sector capital projects and joint ventures;
 - Advises of the capacity and capabilities of any Public Sector entity or project in undertaking large outlay of public funds;
 - Examines project documents prepared by Project Managers;
 - Undertakes complex and sensitive investigations including fieldwork such as visiting worksites to observe the progress on capital projects and discussing related issues;
 - Investigates cases which show actual expenditure exceeding budgeted expenditure;
 - Determines reasons for variances as appropriate and makes recommendations for corrective actions in the case of poor project management;
 - Conduct Interim Evaluation of projects;
 - Provides key stakeholders with adequate information which seeks to counteract corruption, extravagance and waste of Government's resources;
 - Provides technical data, financial information and any analysis of such financial information which may be used in the development of policy guidelines;
 - Identifies high risk integrity areas that have the potential for corruption, extravagance and waste of Government resources and alert managers and employees to potential pitfalls;
 - Collaborates closely with key stakeholders to improve the rate of compliance and accountability.

Required Knowledge, Skills and Competencies

- Expert knowledge of investigative policies, intelligence gathering and investigative techniques
- Comprehensive knowledge of accounting principles and techniques
- Comprehensive knowledge of judicial process and laws of evidence
- Working knowledge of relevant computer systems and applications
- Good job knowledge
- Excellent problem-solving and analytical skills
- Sound judgment
- Integrity and Ethics

- Ability to use own initiative
- Excellent Teamwork skills
- Good oral and written communication skills

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Irregular and unscheduled working hours;
- Extended overtime to meet deadline due to large volume of work;
- Exposure to personal threat and injury;
- Field work, exposure to disagreeable and hazardous conditions.

8. Revenue Investigator (RMG/TA 7)

Job Purpose

To identify revenue breaches (actual and potential) and conduct criminal investigation and enforcement activities relating to tax fraud, general smuggling, evasion of customs duties and fraudulent declaration by importers, exporters and taxpayers. This includes sensitive and highly complex investigations requiring strong forensic/accounting skills.

Key Responsibilities

Technical/Professional:

- Reviews and evaluates information obtained that indicates Criminal Tax Evasion Schemes and/or customs/tax offences by individuals or groups involved in illegal/legal activities;
- Obtains additional information and evidence, internally or from other sources in support of alleged customs/tax offences;
- Develops and cultivates appropriate contacts which are essential in obtaining leads and valuable information;
- Analyzes, investigates, summarizes and verifies Financial Records;
- Develops computerized models to be used in the presentation of financial evidence;
- Co-ordinates activities with other experts;
- Eliminates and/or identifies authors of questioned handwriting by comparing the elements of writing with known specimen including printing processes, visualization and sequencing of fraudulent alterations;
- Participates in analysis and evaluation of business trends by using direct and indirect methods of verification and reviews business documents to detect potential fraud matters;
- Identifies weaknesses in revenue laws and recommends appropriate amendments;
- Conducts highly complex and sensitive cases;
- Provides technical expertise in the conduct of joint investigations into tax fraud or acts of corruption;
- Participates in searches as the (forensic/financial expert) with officers to obtain documents to serve as evidence in the prosecution of criminal cases in respect of tax fraud and related activities;
- Ensures that all documentation (including evidence not yet handed over to the authorities) in respect of forensic evidence is properly maintained and in a secure environment;
- Identifies sources of evidence;
- Determines the legal basis for the activities after consultation with the Legal Officer;
- Determines strategies to be utilized in the investigation process;
- Conducts interviews with witnesses and suspects;
- Obtains and executes search warrants in order to secure physical evidence;
- Prepares letters, affidavits, memoranda and investigative reports for administrative purposes and for use in Court proceedings;
- Arrests and charges suspects as necessary;
- Liaises with Legal Officer to ensure evidence collected meets the standard of the Court;
- Attends Court as an expert witness for the prosecution;
- Participates, when required, in negotiations with the taxpayers and/or their representatives to reach settlements on the basis of facts developed and applicable laws and regulations;
- Makes recommendations for settlement consequent on infractions under the Revenue Laws;
- Educates taxpayers about legislation, policies and procedures during investigations to promote compliance;

- Responds to enquiries on investigations by individuals, businesses, law enforcement Agencies, and legal representatives;
- Updates the Assistant Commissioner, on details of certain cases for possible public information;
- Conducts secondary examinations on various ports of entry.

Required Knowledge, Skills, and Competencies

- Expert knowledge of the Revenue Acts and Regulations
- Expert knowledge of investigative policies, intelligence gathering and investigative techniques
- Comprehensive knowledge of the principles of management, administration, planning and resource utilization
- Expert knowledge of civil statutes, and regulations, civil rights, concerning arrest, seizures, bribery, coercion, intimidation of officer of the law and all matters falling under the jurisdiction of tax administration
- Working knowledge of relevant computer systems and applications
- Excellent oral and written communication;
- Good job knowledge
- Integrity and ethics;
- Excellent problem-solving and analysis skills
- Sound judgment
- Good Teamwork
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- BSc. Degree in Accounting or Level II (ACCA) or equivalent qualifications;
- Advanced specialized training in Investigative techniques;
- Three (3) years related work experience auditing and/or forensic accounting.

Special Conditions Associated with the Job:

- Irregular and unscheduled work hours (e.g. surveillance activities or special operations, outside of normal work hours);
- Frequent travel island wide;
- Exposure to disagreeable and hostile conditions.

9. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the general direction of the Deputy Commissioner Intelligence and Cybercrime, the Administrative Assistant has the responsibility for providing administrative services for the Intelligence and Cybercrime Branch and more directly the Deputy Commissioner Intelligence and Cybercrime.

Key Responsibilities

Technical/Professional:

- Prepares memoranda and letters for signature;
- Proof-reads documents for accuracy, completeness and conformity to established formats;
- Liaises with Divisional Heads and personnel outside of the Branch to facilitate administrative support;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Assists in compiling, developing and maintaining Budgets; detailed spreadsheets of Branch's expenditure;
- Maintains a Working Diary and provides reminders of meetings/ engagements;
- Develops the efficient management of the database to ensure improvement in the quality and level of responsiveness;
- Compiles, stores and retrieves relevant data;
- Screens visitors and phone calls and refers them to the appropriate personnel in the event of his/her absence or unavailability;
- Ensures traveling claims for mileage are compiled for the Commissioner's signature;
- Distributes circulars for all staff to view;
- Manages the reorder levels of resource materials for the Branch;
- Receives Reports or case files from and forwards same to the Commissioner;
- Compiles the Monthly Management Performance Review Report;
- Maintains the Attendance Register and Leave Roster;

- Prepares Attendance/Punctuality Report;
- Co-ordinates meetings and relevant events;
- Prepares action items arising out of meetings and follows up with relevant parties;
- Responds promptly to internal and external customer requests;
- Maintains effective working relationships with internal and external stakeholders and ensures that the Deputy Commissioner's Office provides a consistently high level of service to them.
- Keeps abreast of current trends in the Administrative Field;
- Serves as a resource for the Branch, and other core technical staffs by providing a full range of administrative support;
- Undertakes research, reviews, analyses and summarizes technical papers/reports;
- Prepares reports and other technical documents as directed by the Deputy Commissioner;

Required Knowledge, Skills and Competencies

- Proficiency in Microsoft Office suite
- General knowledge in Budget Cash Flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Excellent interpersonal skills and able to work as part of a team
- Excellent verbal and written communications skills with time management skills
- Able to apply good judgement, exercise initiative and cope well under pressure
- Knowledge of clerical and office procedures
- Knowledge of related GOJ policies and procedures

Minimum Required Qualification and Experience

- Associate Degree/ Diploma in Business Administration **or** Management **or** equivalent;
- Successful completion of the Certificate Administrative Management (CAM) **or** equivalent from an accredited school such as MIND;
- Three (3) years of related working experience at a senior level.

Special Conditions Associated with the Job:

- There can be pressure on a periodic basis;
- Required to travel occasionally.

Applications accompanied by Résumés should be submitted **no later than Monday, 30th October, 2023 to:**

**The 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**