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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 **Financial Investigations Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Head, Cyber Security & Forensics Data Analysis (MIS/IT 8)**, salary range \$6,820,273 - \$9,172,509 per annum.
2. **Chief Digital Forensic Examiner (MIS/IT 7)**, salary range \$5,597,715 – \$7,528,305 per annum.
3. **Legal Counsel (JLG/LO 3)**, salary range \$5,597,715 – \$7,528,305 per annum.
4. **Financial Forensic Analyst (FMG/PA 3) (6 Vacant post)**, salary range \$4,594,306 - \$6,178,830 per annum.
5. **Manager, Recruitment and Employee Services (GMG/SEG 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
6. **Team Lead, Financial Profiling (GMG/SEG 3)**, salary range \$4,594,306 - \$6,178,830 per annum.
7. **Financial Analyst (FMG/PA 2)**, salary range \$3,770,761 - \$5,071,254 per annum.
8. **Financial Accountant (FMG/PA 2)** salary range \$3,770,761 - \$5,071,254 per annum.
9. **Senior Human Resource Officer (GMG/SEG 1)**, salary range \$3,094,839 - \$4,162,214 per annum.
10. **Financial Profiling Officer (GMG/SEG 1) (3 Vacant post)**, salary range \$3,094,839 - \$4,162,214 per annum.
11. **Administrative Assistant (GMG/AM 3)**, salary range \$1,984,305 - \$2,688,670 per annum.
12. **Administrative Assistant (GMG/AM 2)**, salary range \$1,550,136 - \$2,084,761 per annum.
13. **Customer Service (GMG/AM 1)**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Head, Cyber Security & Forensics Data Analysis (MIS/IT 8)

Job Purpose

To effectively and efficiently manage the FID Cyber Security and Forensics Data Analysis team, support the successful investigation of cases assigned to this Unit and facilitating the mitigation of Cyber Risks.

Key Responsibilities

Management/Administrative:

- Researches and keep track of the latest information security trends and methodologies and seeks opportunities to apply best practices;
- Leads the design, implementation and maintenance of the organization's cyber-security plan, strategy, protocols and schedule;
- Monitors the schedule for reviewing the organisation's networks for security breaches and assigns tasking as a result of the reviews;
- Assesses current technology architecture for vulnerabilities, weaknesses and possible upgrades or improvement;
- Develops and delivers Information Systems security policies and standards, best practices, architecture and systems to ensure information systems security across the enterprise;
- Oversees the implementation of procedures and methods for auditing and addressing non-compliance to information security standards;
- Reviews outcome of security assessments and direct remedial and mitigation strategies
- Monitors the installation and use of security tools (e.g., firewalls, data encryption) to protect sensitive information;
- Provides periodic information security awareness training to organization personnel;
- Supports the process to align IT Security with business strategy;
- Oversees technological upgrades, improvements and major changes to the information security environment;
- Serves as a focal point for the ICT team and the customer or organizations on matters of Cyber Security;
- Manages the workflow and throughput of the team with regard to digital forensic examinations in relation to resource availability and promise dates provided to the internal or external customers;
- May be directly involved in the forensic examination of electronic devices and serve as expert witness as the need arise.

Required Knowledge, Skills, and Competencies

- Knowledge of the legislation related to data privacy, access to information etc.
- Experience in dealing with sensitive and confidential issues;
- Stewardship Responsibility & Accountability;
- Emotional Intelligence;
- Innovative Thinking;
- Results-Oriented;
- Change Leadership;
- Strategic Thinking;
- Team Leadership

Minimum Required Qualification and Experience

- Undergraduate degree in computer science or a related field;
- Certification in Information Security (CISSP, CSSLP, CISM certification);
- Certification in Digital Forensic examination (ISFCE, IACIS, CFCE, EnCe, CCFP or equivalent) would be an asset;
- Minimum ten (10) years progressive experience in the areas of Telecommunications, IT Security Risk Management, Security Engineering, Communications and Network Security, Identity and Access Management, Forensic Data Analysis;
- Experience in ICT Audit or Forensics Investigations;
- Experience leading teams of knowledge workers

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours.
- May be required to work on weekends and public holidays.

2. Chief Digital Forensic Examiner (MIS/IT 7)

Job Purpose

To manage the activities of the Cyber Forensic Unit in providing high quality digital forensic data analysis services and support targeted financial crime investigations conducted by the Department and other Law Enforcement Agencies.

Key Responsibilities

Technical/Professional:

- Examines electronic devices that can hold digital evidence at the site of an operation or in the FID's digital forensic analysis lab;
- Advises investigators on the availability and potential reliability of digital evidence on devices;
- Conducts interviews and takes statements relating to digital evidence obtained;
- Conducts examinations of the digital evidence and transform the data extracted into admissible evidence per the recommended format for trial presentation;
- Serves as expert witness in relation to reports produced for the court
- Ensures the acquisition, deployment and maintenance of contemporary effective cyber forensic hardware and software;
- Researches and keeps track of the latest information on security trends, tools and methodologies and seeks opportunities to apply best practices.
- Leads the implementation and maintenance of the organization's digital forensics plan;
- Serves as a focal point for the ICT team and the customer or organizations on matters relating to Digital Forensics;
- Ensures that SOPs for Forensic Examination are being followed.

Required Knowledge, Skills, and Competencies

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Team Work/Leadership
- Innovative Thinking
- Results-Oriented
- Strategic Thinking

Minimum Required Qualification and Experience

- Undergraduate degree in Computer Science or a related field;
- ISFCE, CFCE, EnCe, IACIS, CCFP or similar certification would be an asset;
- Minimum seven (7) years progressive experience in the areas of Digital Forensics Examination, Incident Response;
- Experience in the areas of IT Security Risk Management, Security Engineering, Communications and Network Security, Identity and Access Management would be an asset;
- A background in IT Audit or Investigations would be an asset;
- Knowledge of the legislation related to data privacy, access to information, etc.;
- Experience in dealing with delicate and confidential issues.

Special Conditions Associated with the Job

- There are significant personal security risks associated with performing this role;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

3. Legal Counsel (JLG/LO 3)

Job Purpose

The incumbent is responsible for providing legal advice and support to the FID with respect to the preparation of proposals for restraint, recovery and forfeiture and legal support for non-compliance of court orders, supporting the sale of assets and the receivership function.

Key Responsibilities

Management/Administrative

- Collaborates with the Legal Services Branch provides sound, clear and timely legal advice to the Director General, Senior Director Asset Recovery Branch (ARB);
- Prepares/vets/authorises external communication to protect the legal interests of the ARB/FID;
- Supports Asset Recovery Branch teams in triggering the agreed process as appropriate for identifying, evaluating and selecting civil asset recovery and/or restraint opportunities under POCA to be pursued by the FID;
- Establishes in collaboration with the Director and institutionalises a SOP with the Financial Crimes Unit of the ODPP to be advised of cases being prosecuted by the ODPP involving parties who appear to have benefitted from the proceeds of crime;
- Provides information in the weekly Forfeiture and Recovery meetings, or based on the immediacy of the court matter, advises Director ARB on cases being prosecuted by the ODPP or Clerks of Court with significant potential for asset recovery;
- Provides Legal support and legal research of asset titles etc, in applications to the courts for restraint orders, post-conviction forfeitures, asset recoveries or pecuniary penalty orders (PPOs);
- Provides legal support to the enforcement activities of the Asset Recovery Branch where there is non-compliance to the terms of Restraint Orders and PPOs;
- Supports the “dunning” process by advising non-compliant individuals of impending legal action by the Department and brings the full force of the law to bear where there is disregard for warnings that have been issued;
- Provides legal support for in-sourcing the receivership function of the Asset Recovery Branch where there is a needs to prevent income from commercial or residential rental properties deemed to be acquired by the proceeds of crime from flowing to the owners;
- Provides legal support for the sale of forfeited or recovered assets held by the Asset Recovery Branch;
- Implements and manages agreed standard operational procedures;
- Oversees the establishment and review of external contracts, agreements, Memoranda of Understanding and internal Service Level Agreements touching and concerning proper asset recovery, management and disposal;
- Contributes to the Development of the FID’s strategies and plans by contributing to the PESTEL component of the planning process, and in the development of the FID’s Strategic and Operational Plans;
- Provides policy related advice to the directors of ARB and LSB;
- Supports policy development and champions national Criminal Justice reform/development/innovation/improvement/enhancement;
- Participates in the preparation for drafting of Cabinet Submissions for amendments to relevant legislations;
- Assists in the preparation of regulations governing asset management and recovery, financial services and crimes of a financial nature, head legal team in identifying legal and policy challenges and provides advice on needed law reform activities;
- Agrees on Annual Tasks and Targets with the Director ARB;
- Liaises with LSB to monitor on-going matters with a view to enforcement;
- Collaborates with the Methods and Procedures Analyst to develop, implement and improve standard operating procedures for the Branch;
- Conducts legally oriented seminars and training programmes to inform ARB staff of best practices approaches to asset recovery/management and for gathering evidence for Restraint cases to be adjudicated;
- Conducts own performance self-assessment and signs off the review by Director;
- Completes personal development plan.

Required Knowledge, Skills, and Competencies

- Knowledge of Conveyancing;
- Expert knowledge of applicable laws and regulations governing Major Organized Crimes;
- Expert knowledge of policies relevant to FID’s operations;
- Knowledge of established and evolving investigative practices;

- Knowledge of case preparation including evidence gathering and handling;
- Excellent written and oral communication and presentation skills;
- Skilled in the use of FID's Case Management Application and the associated reporting tools;
- Excellent research skills;
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office;
- Ability to prosecute criminal matters/Strong litigation skills;
- Sound knowledge of relevant legislation, criminal practice and procedure and evidential procedure in Jamaica;
- Ability to draft legal documents (Warrants, Claim Forms, Indictments, No. 1 Information, Sales Agreements, Instruments of Transfer);
- Knowledge of Court Practice and Procedure;
- Knowledge of case preparation including evidence gathering and handling;
- Flexibility & Adaptability
- Problem Solving & Critical Thinking Skills
- Stewardship Responsibility & Accountability
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University;
- Legal Education Certificate;
- Licensed to practice as an Attorney-at-Law in Jamaica;
- A minimum of seven (7) years' experience at the Criminal and Civil Bar with some practice experience at a senior/management level;
- Training and experience in Conveyancing and commercial law be and asset.

Special Conditions Associated with the Job

- Ability to cope under pressured working conditions;
- May be required to work extended working hours, on weekends and public holidays;
- Extensive travel across Jamaica with occasional overnighting;
- May come in direct contact with defendants and owners/occupants of forfeited/restrained property.

4. Financial Forensic Analyst (FMG/PA 3)

Job Purpose

To conduct forfeiture investigations and to provide assistance to Senior Financial Forensic Analyst in the investigations of civil recovery investigations and forensic accounting services. The incumbent also provides forensic support to the Criminal Investigations Branch, external law enforcement agencies and competent authorities in the investigations of small to medium size money laundering, fraud, corruption and other financial crimes, to include embezzlement, insider trading and other breaches of the Financial Sector Laws and Regulations.

Key Responsibilities

- Analyses financial information and prepares forensic reports, financial profiles and statements for the Criminal Investigations Branch and to external partners in an accurate and efficient manner;
- Traces and identifies assets and prepares affidavits and orders to ensure that assets are restrained pursuant to asset forfeiture investigations;
- Prepares affidavits, notices of application, orders and other court documents for various judicial orders, pursuant to Financial Investigations Division Act (FIDA), Proceeds of Crime Act (POCA), Terrorism Prevention Act (TPA), United Nations Security Council Resolutions Implementation Act (UNSCRIA), in order to obtain documents to identify, trace and reconstruct financial transactions;
- Appears before Judge in Chambers in order to obtain judicial orders;

- Participates in searches (as the financial expert) with police, customs and revenue officers to obtain documents to serve as evidence of criminal activity related to financial crimes;
- Undertakes money laundering or asset forfeiture investigation with overseas law Enforcement Agencies in keeping with the Mutual Assistance (Criminal Matters) Act;
- Analyses financial records, financial disclosures, assets holdings, cross border declaration of funds, reports and other evidence of expenditure or investment, to determine tax cheats for referral to the Tax Fraud Investigation Unit for the conduct of tax evasion/cheating the revenue investigations;
- Provides forensic accounting expertise and appear as a witness in the Parish Court and Supreme Court, pursuant to forensic statement and Statement of Information filed relating to money laundering and asset forfeiture proceedings respectively;
- Prepares Concealed Income Analysis, Net Worth Computation, Bank Deposit Method, Sources and Application of Funds and other models, in keeping with sound accounting principles to support investigations being pursued under POCA, Corruption (Prevention) Act and Law Reform (Fraudulent Transactions)(Special Provisions) Act;
- Supports senior forensic staff member in the analysis of financial documents and records and prepares affidavits, notice of application, fixed date claim forms and other related court documents pursuant to civil recovery investigations;
- Participates in case meetings and reviews to ensure that case file is thorough and comprehensive for court purposes;
- Ensures that the appropriate analytical software's, such as Altia, is utilized in the processing of financial documents, create associations, linkages and generate evidential reports to efficiently and effectively conclude investigations;
- Supports and facilitates teamwork in order to achieve the Branch's objectives and targets;
- Follows the Department's SOPs in the preparation of case files and reports for Court;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

- Skilled in established and evolving investigative processes.
- Sound knowledge of generally accepted accounting principles and auditing standards.
- Efficient analytical thinking, decision making and problem solving skills.
- Excellent written and spoken communication and presentation skills.
- Knowledge of the Proceeds of Crimes Act, Financial Investigations Division Act, Terrorism Prevention Act, UNSCRIA and attendant regulations and other relevant legislations.
- Working knowledge of court procedures and rules of evidence (is an asset)
- Working knowledge of the Income Tax Act, Customs and Excise Act and other Revenue legislation
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office
- Flexibility & Adaptability
- Stewardship Responsibility & Accountability
- Ability to quickly grasp difficult concepts and effectively communicate and apply challenging concepts.
- Emotional Intelligence
- Innovative Thinking
- Results-Oriented and demonstrates concern for surpassing a standard of excellence.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Accounting or Management or Business Administration from a recognized institution with extensive experience in Government Accounting and Financial Management, plus three (3) years' post qualification experience in senior management positions;
- or**
- ACCA Level 2, with extensive experience in Government Accounting and Financial Management, plus three (3) years' experience in at a supervisory level;
- or**
- Associate of Science Degree in Accounting, MIND, along with the completion of revised Certificate in Government Accounting Course, with extensive experience in Government Accounting and Financial Management, five (5) years' experience in at a supervisory level.

5. Manager, Recruitment and Employee Services (GMG/SEG 3)

Job Purpose

The Manager of Recruitment & Employee Services is required to plan, organize, develop and administer Human Resource Management policies, procedures and programmes, as well as provide support and technical advice and decision making in the areas of Human Resource Management, Organizational Development, Industrial Relations, Records Management and the relevant Government Regulations.

Key Responsibilities

Technical/Professional:

- Manages the formulation of a Strategic Human Resource Management policy framework for use by the Department;
- Ensures compliance with policies and standards related to Human Resource Management and Administration and formulate strategic HR policies in response to emerging trends within the labour environment;
- Interprets and implements Government's HR policies;
- Ensures that new or revised policies are implemented by the staff and fully understood;
- Undertakes planning with Section Heads to determined targets and goals for the activities of the Branch;
- Identifies area where human resource improvements are needed and develops proposal to rectify same;
- Evaluates and approves for implementation, policy proposals submitted by staff at any level that will improve the efficiency and effectiveness of the organization.
- Recommends and interprets the Department's recruitment and termination policies;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Department's and effectively develops methods utilizing available human resource.
- Co-ordinates the human resource requirements of the department programmes including budgeting and planning;
- Prepares job profiles in respect of open positions and in collaboration with the Corporate Communications Specialist, and ensures that jobs are advertised using appropriate communications media;
- Ensures that new employees are effectively on-boarded and are aware of the policies, procedures and regulations of the Agency or Department;
- Monitors temporary and acting assignments in vacant positions to facilitate the appointment of staff;
- Prepares schedules to facilitate various appointments to include: secondments, transfers, re-assignments, re-deployment;
- Co-ordinates the implementation of succession planning for all Branches
- Plans/co-ordinates the interviewing processes;
- Chairs and sits on the interview panel for recruits of staff;
- Directs the recruitment and retention of high calibre staff, that matches the requirements of the organization;
- Recommends and guides the development of the Department's recruitment and termination policies;
- Advises members of staff of all benefits for which they are eligible in keeping with conditions of service and of policies enforced from time to time;
- Collaborates with (Public Sector Employees Assistance Programmes) (PSEAP) and conducts sessions with employees individually;
- Implements HR intervention strategies (Eg. counselling, training and/or staff relations);
- Ensures that arrangements are made for medical examination of permanently appointed staff members;
- Promotes and facilitates staff recreational activities;
- Manages the operations of the MyHr+ System;
- Provides Employee Wellness-related Services (physical and psychological) to promote and encourage a healthy lifestyle, thereby ensuring a healthy workforce
- Implement Human Resource policies/strategies consistent with best practices.
- Develops, communicates and maintains Industrial Relations policies and procedures
- Initiates and develops strategic and tactical plans/programmes which will promote a healthy and proactive industrial relations climate;
- Ensures that industrial relations decisions are implemented in a timely manner;
- Investigates industrial relations issues;
- Examines and attempt to resolve industrial relations disputes and grievance in the workplace;

- Represents the Department at meetings relating to negotiations, conciliations and arbitrations;
- Conducts research and processes all industrial relations matters;
- Ensures the establishment and maintenance of a comprehensive human resource documentation and records information system;
- Collaborates with Information Technology Manager to maximise the utilization of Human Resource systems to automate standard processes;
- Identifies opportunities for improving Human Resource processes through information systems changes;
- Develops Human Resource systems to support the production of various reports.
- Co-ordinating the upgrade and maintenance of Human Resource Systems and resolving technical difficulties;
- Monitors Human Resource Information System and other interfaces to ensure they function appropriately.
- Ensures the proper maintenance and security of records;
- Ensures that File Tracking Systems are developed and maintained;
- Conducts research and generates reports as requested from relevant stakeholders;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly.

Required Knowledge, Skills, and Competencies

- Excellent knowledge of Government's Human Resource Policies, Regulation and Procedures;
- Sound knowledge of Staff Orders and Public Service Regulations, policies and procedures;
- Excellent knowledge of the principles and practices of human resources administration, including recruitment and selection, classification and compensation, job analysis, benefits administration, labour relations and training;
- Knowledge of Programme Budgeting and Financial Management;
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action;
- General knowledge of the operations of Government rules, regulations and procedures;
- Knowledge of long range planning concepts and principles;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Proficiency in the use of relevant computer applications;
- Change Management skills;
- Analytical skills;
- Excellent oral and written communication skills;
- Leadership skills;
- Customer Service & Interpersonal Skills;
- Planning and Organization skills;
- Problem Solving and Decision Making skills;
- People Management Skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management or other Social Science discipline or equivalent qualification;
- At least seven (7) years' progressive experience in Human Resource Management;
- Experience in dealing with matters of a confidential nature;
- Previous experience of working as a Team Leader;
- Experience with managing people, resources and activities to deliver effective outcomes.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours
- May be required to work occasionally on weekends and public holidays

6. Team Lead, Financial Profiling (GMG/SEG 3)

Job Purpose

Manages the provision of high-quality intelligence gathering and vetting services that meet and exceed the expectations of customers through the implementation and continuous improvement of best practice processes, procedures and strengthening of organisational capabilities.

Key Responsibilities

Technical/Professional:

- Leads or implements the process for determining the resource requirement or production costs of the various services offered by the Vetting Unit;
- Annually develops activity-based budgets and cost recoveries based on estimates of demand for services;
- Ensures adequate resources to meet demand within agreed or adjusted service standards;
- Manages the production of Report Requests by Branch staff;
- Periodically requests that reviews be conducted to identify the root causes of deficiencies;
- Monitors and tracks the impacts of non-conformance to standards by critical service partners whose inputs impact time to complete the vetting process;
- Implements and reinforces a “Quality” culture within the profiling Unit;
- Supports the execution of intelligence-led targeted investigations;
- Provides quality assurance and reviews of the Profile Reports produced by the Branch;
- Supervises the development of sensitive Cases;
- Institutes continuous processes to detect competency and skills gaps of staff;
- Reviews the draft performance and development assessments of staff;
- Works with the FIU Director & HR to ensure the availability of the training and development “interventions” needed to fill identified training and development gaps.

Required Knowledge, Skills, and Competencies

- Knowledge of the Go AML application or any related platform;
- Knowledge of Quality Management and/or Six Sigma principles, tools and techniques;
- Knowledge of laws, regulations and professional standards associated with intelligence operations;
- Working knowledge of Human Rights, equal opportunity, Data Protection, Official Secrets Act, Public Service Acts, Staff Orders and legislation governing vetting standards and processes and security of information;
- Experience in dealing with delicate and confidential issues;
- Expert knowledge of POCA, TPA and related legislation;
- Full computer literacy and skill in the use of typical Microsoft Office products;
- Problem Solving & Critical Thinking;
- Stewardship Responsibility & Accountability;
- Good Communication skills;
- Teamwork;
- Emotional Intelligence;
- Results-Oriented;
- Change and team Leadership

Minimum Required Qualification and Experience

- An undergraduate degree in Criminal Justice, Statistics, Information Technology, Business or Public Administration, Management Science, Operations Research, Econometrics, Social Psychology or other related field
- Possess at least 10 years’ progressive experience in the areas of government, administration or law enforcement
- A background in investigations
- Experience in business process analysis and improvement

Special Conditions Associated with the Job

- Critical deadlines for completion of projects.
- May be required to work extended working hours
- May be required to work on weekends and public holidays

7. Financial Analyst (FMG/PA 2)

Job Purpose

The incumbent is responsible for conducting the cost of holding analysis, recommending which Assets should be held or disposed of, and cost of service analysis for the recovery of Shared Service Costs

Key Responsibilities

- Administer the Asset Recovery Branch's cost of holding analysis
- Analyzes the incoming reports from compliance officer's site visits, taking stock of the inventory of items needed to be done to protect the asset, and ensure that the asset is maintained at the same level before in being under the FID's control.
- Develops a cost schedule from the Asset Management Plan (preventative maintenance + Emergency Issues that will need to be resolved) to forecast over the projected period the Asset will be in the custody of the FID.
- Develops a monthly report on the Holding cost of an asset to Help the Director of Asset Recovery see the financial viability of Holding an asset
- Compares forecasted costs with actual costs to aid in management decisions about asset types
- To develop and administers a cost of service analysis for the recovery of shared services
- Develops a financial model which:
 - captures on a monthly basis all Asset Management related expenditures and resources (both direct and indirect/support);
 - identifies those costs attributable to activities performed by the Asset Recovery Branch;
 - assigns those activity costs to the assets that consume those activities.
- Creates monthly, quarterly annual reports that analyse the Asset Recovery Branch's Service cost by Asset for the Director of Asset Recovery.

Required Knowledge, Skills, and Competencies

- Skill in the use of accounting packages (ACCPAC, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are effecting accounting transactions;
- Expertise in the manipulation and use of data to provide information and business insights to information consumers outside of the Finance Function;
- Sound knowledge of Excel and the use of macros and pivot tables. A facility in the use of visual basic and or Business intelligence tools would be an asset;
- Knowledge of Business Process Improvement and Enterprise Performance Management methodologies;
- Flexibility & Adaptability;
- Problem Solving & Critical Thinking;
- Stewardship Responsibility & Accountability;
- Communication;
- Teamwork;
- Emotional Intelligence;
- Relationship Building & Networking;
- Innovative Thinking;
- Results-Oriented

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting MIND, along with the Diploma in Government Accounting, MIND.

Special Conditions Associated with the Job

- There are no significant personal security risks associated with performing this role
- May be required to work extended working hours, on weekends and public holidays

8. Financial Accountant (FMG/PA 2)

Job Purpose

Under the direct supervision of the Director of Finance, the Financial Accountant has responsibility for the Department's financial accounting services and ensures that there is prudent management of the financial resources in keeping with International Accounting Standards and the FAA Act. Additionally, the incumbent will assist with the management of funds obtained from seized, restrained and forfeited assets pursuant to POCA regulations and international asset management standards and best practices.

Key Responsibilities

Technical/Professional:

- Develops and maintains the FID COA that facilitates effective financial accounting as well as the provision of management control information;
- Review Bank Account Reconciliation;
- Approve accounting entries based on authority delegations;
- Review reconciliations of BP sub-ledgers against control accounts;
- Account for returns against "Fund Balances";
- Produce internal financial accounting reports;
- Ensure that the required audit schedules meet the agreed quality standard;
- Ensures that there is a system for the maintenance of proper records of the Agency's financial affairs, the preparation of monthly accounts, financial reports, and annual appropriation accounts per the requirement of the Ministry of Finance and in keeping with the FAA Act;
- Ensures that all expenditures are correctly accounted for in the FID accounting system.
- Assists the Director of Finance & Accounts in the implementation and maintenance of an effective system of internal controls based on analysis of potential risks;
- Ensures that financial reports to external stakeholders fairly reflect the financial position of the Agency as at required reporting dates, that the reports conform to GOJ, IAS and IPAS accounting policies, are available within the stipulated timeframes and are presented in the required formats;
- Responds to audit and other queries and provide information requested in relation to prepared financial statements and appropriation accounts;
- Attests that final accounts and their corresponding financial statements are prepared in accordance with appropriate guidelines, as well as the requisite accounting standards and supported by adequate notes;
- Ensures there is an effective process for monitoring commitments against approved budgets and for providing alerts of potential overspending when additional commitments are being contemplated;
- Co-ordinated with GOJ shared services Treasury to ensure that FID Vendors are paid on a timely basis or are informed of where their payments are in the process;
- Provides guidance to ensure that expenditure against the approved budget is met from the warrant allocation;
- Ensures that Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Deposits, Payments, Depreciation Provisions and other Provisions are accurately brought to account in the period to which they relate.
- Develops and reviews finance-related policies, procedures and systems to meet the Agency's goals, objectives and targets;
- Assures that there is alignment between the activities of the Financial Accounting team and the goals set for the Finance and Accounts Branch;
- Identifies competency and skills gaps within the Unit and works with the Director of Finance and Accounts and the Human Resource Management Team to fill those gaps within the required timelines, completes semi-annual and annual performance assessment for all team members, agrees with the Director Finance and Accounts and then with the individual contributor;
- Completes individual Performance self-assessment and ensures that all direct reports do the same;
- Manages issues of staff performance, discipline and conduct as required.

Required Knowledge, Skills, and Competencies

- Skill in the use of accounting packages (SAGE 50, FINMAN, Dynamics, or similar Enterprise multi-user application) where business users in discharging their accountabilities are effecting accounting transactions;
- Expertise in the manipulation and use of data to provide information and business insights to information consumers outside of the Finance Function;

- Sound knowledge of accounting theory and the application of relevant International Public Sector Accounting Standards (IPAS) and the International Accounting Standards (IAS) from which they are drawn;
- Flexibility & Adaptability;
- Problem Solving & Critical Thinking;
- Stewardship Responsibility & Accountability;
- Communication skills
- Teamwork

Minimum Required Qualification and Experience

- Bachelor's Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University, **or**;
- ACCA Level 2, **or**;
- NVQJ Level 5, Accounting, **or**;
- Associate of Science Degree in Accounting MIND, along with the Diploma in Government Accounting, MIND.

Special Conditions Associated with the Job:

- There are no significant personal security risks associated with performing this role
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

9. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

Under the general direction of the Manager, Recruitment & Employee Services, the Senior Human Resource Officer, is responsible for providing employee-related services to the Division in accordance with HR policies, procedures and agreed performance standards.

Key Responsibilities

Technical/Professional:

- Processes leave application for vacation, departmental, sick, paternity, maternity and no pay for employees by:
 - Determining eligibility;
 - Calculating/generating leave entitlement and resumption date;
 - Monitors leave utilization and accumulation;
 - Updating respective leave records;
 - Records all approved leave;
 - Prepares annual leave roster;
 - Maintains a leave register;
 - Informs the relevant personnel of approval of leave and resumption dates.
- Prepares leave reports for submission to Director Human Resource Management;
- Prepares correspondence for the implementation and adjustment of salary related matters;
- Maintains pension particulars for current and former employees by:
 - Calculating the quantum of pre-retirement leave for employees;
 - Preparing schedule of employees eligible for retirement and all relevant documents for pension submission;
 - Maintaining schedule of deferred pension.
- Updates service records to reflect changes in salary, job title and classification and acting appointments;
- Administers the medical, life and personal accident insurance benefits for employees;
- Monitors the attendance records and prepares relevant correspondence;
- Prepares/collates the absenteeism and late report for employees;
- Administers the process for the issuing of staff identification cards;
- Ensures the maintenance of the personnel records reflecting all changes related to employees;
- Assists in providing advice on staff welfare and benefits to stakeholders;
- Monitors vehicle particulars for travelling officers;
- Participates in the development and execution of staff welfare programmes and events;
- Assists with the administration of the performance management records;
- Assists with the application process for loans, grants and exemption benefits;

- Consults with the relevant training /educational institutions to identify training and development opportunities for staff;
- Reviews all HR documentation to ensure up to date information consistent with current policies;
- Exhibits professionalism, tact, diplomacy and confidentiality to promote good working relationship among staff members;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables in areas of responsibility. Attends and participates in relevant meetings, seminars and conferences;
- Disseminates information to staff on changes in the relevant Acts, Regulations Codes and Laws; implementation/adoption where necessary to improve the quality of Industrial Relation services;
- Manages and mediates Employee Relations conflicts/grievance procedures
- Liaise with the Ministry of Labour, the Attorney General chambers etc... on staff welfare;
- Facilitates the development of amiable relationship between Management and Employees;
- Participates and monitors the grievance and disciplinary procedures;
- Researches and processes all disciplinary matters;
- Provides professional guidance and advice as required;
- Participates in the development of the Industrial Relations and Human Resource Policies;
- Convenes meetings at the local level to foster good employee relations climate;
- Represents the Department externally on all disciplinary and staff welfare;
- Prepares reports on meetings;
- Performs any other duties that may be assigned. Ensures that new or revised policies are implemented and fully understood;

Required Knowledge, Skills, and Competencies

- Fully computer literate in Microsoft Office Suite including Word, Excel, PowerPoint
- Knowledge of the Staff Orders Public Service Regulations and Human Resource practices
- Good knowledge of Labour Laws and Industrial Relations practices
- Excellent written and oral communication skills
- Good time management, planning and organizing skills
- Good presentation skills
- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented

Minimum Required Qualification and Experience

- Undergraduate degree in Business or Public Administration, Organisational Psychology, Human Resource Management (HRM), or equivalent qualification and training;
- At least three (3) years' progressive experience in Human Resource Management.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours
- May be required to work occasionally on weekends and public holidays

10. Financial Profiling Officer (GMG/SEG 1) (3 Posts)

Job Purpose

Conducts the provisioning of vetting-related and profile reports that meet and exceed the expectations of external and internal customers through the implementation and continuous improvement of best practice processes, procedures and strengthening of organizational capabilities.

Key Responsibilities

Technical/Professional:

- Provides high quality vetting-related services to FID Business;
- Conducts the production of Report Requests by Branch staff;
- Provides Fit & Proper Reports for other government agencies & financial institutions;
- Provides 360 views of targeted individual or company;
- Supports the execution of intelligence-led targeted investigations;
- Provides financial profiles and intelligence/information to internal investigators and other external law enforcement and/or intelligence agencies;
- Ensures the optimal use of ICT within the Branch in the delivery of intelligence services;
- Optimizes the use of data analytic tools and techniques to reduce the levels of manual effort within the Branch and increase productivity and effectiveness;
- Complies with business rules and business intelligence methodologies;
- Maximize the use of data management tools and techniques to reduce non-value adding work associated with the production of Branch outputs;
- Maintains a database of individuals on whom Fit and Proper checks were undertaken and its resulting outcome.

Required Knowledge, Skills, and Competencies

- Skilled in established investigative processes
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office
- Excellent written and oral communication and presentation skills
- Skill in the use of Case Management Application and the associated reporting tools
- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Teamwork
- Emotional Intelligence, Relationship Building & Networking
- Results-Oriented

Minimum Required Qualification and Experience

- Undergraduate degree in Criminal Justice, Statistics, Business or Public Administration, Management Science, Operations Research, Econometrics from a recognized institution or equivalent qualification.
- Minimum four (4) years related experience
- Sound experience in investigative processes
- Experience in dealing with matters of a confidential nature

Special Conditions Associated with the Job

- There are significant personal security risks associated with performing this role•
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

11. Administrative Assistant (GMG/AM 3)

Job Purpose

The incumbent is responsible for providing efficient and effective administrative support to the Office of the Senior Director, Legal Services Division.

Key Responsibilities

Technical/Professional:

- Provides superior administrative support to ensure the efficient operation of the Office to which he/she is assigned;
- Serves as the primary point of contact for the Office of the Director;
- Receives and routes calls, visitors and correspondence directed to the assigned office;
- Reproduces packages and distributes documents as required;
- Requisitions stationery and office supplies from the Facilities & Office Services Unit to ensure that adequate supplies are available for use by staff in the assigned office as and when required;
- Disseminates information and documentation to various internal and external clients as required, using the most appropriate and effective means;
- Schedules and manages appointments using Microsoft Outlook;
- Drafts routine correspondence on behalf of the Director (or assigned personnel) as directed;
- Takes notes and produces Minutes of meetings as required within agreed timelines;
- Liaises with the Facilities & Office Services Unit to coordinate off-site meetings on behalf of the Director;
- Assists the Director in completing expense (and other) reports for approval and submission to the Finance Unit;
- Maintains updated contacts in Outlook;
- Designs and maintains an effective filing system to facilitate the easy retrieval of files;
- Creates and maintains subject files as necessary;
- Liaises with the Facilities & Office Services Unit to co-ordinate travel itineraries for work-related travel on behalf of the Director;
- Establishes and maintains good working relationships with internal and relevant external stakeholders;
- Participates in learning and development interventions as scheduled;
- Undertakes or participates in special projects as directed by the Director;
- Tracks and collates data to support performance measures on behalf of the Director (e.g. # of staff meetings held vs. plan);
- Follows up with the Finance Unit on matters related to payment of invoices and expense claims associated with the Office of the Director;
- Performs any other job-related duties assigned.

Required Knowledge, Skills, and Competencies

- Superior customer service skills;
- Strong interpersonal skills;
- Excellent written and oral communication skills;
- Good planning, organizing and time management skills;
- Good telephone and office etiquette;
- Knowledge of general office administration, processes and practices;
- Confidentiality and ability to treat with sensitive matters;
- Ability to use standard office equipment;
- Proficiency in the use of computer applications including Microsoft Office;
- Specific knowledge using Microsoft Outlook would be a definite advantage;
- Flexibility & Adaptability;
- Problem Solving & Critical Thinking;
- Teamwork;
- Emotional Intelligence;
- Results-Oriented

Minimum Required Qualification and Experience

- A Diploma in Office Administration or equivalent qualifications from an accredited tertiary institution
- At least two (2) years' experience in an administrative capacity

Special Conditions Associated with the Job

- 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

12. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the general direction of the Director of Corporate Services, Administrative Assistant is to manage, organize, monitor and execute a wide variety of high-level secretarial and administrative duties to support the operations of the Office of the Director, Corporate Services

Key Responsibilities

Technical/Professional:

- Provides superior administrative support to ensure the efficient operation of the Office;
- Serves as the primary point of contact for the Office of the Director;
- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;
- Co-ordinates and implements office services activities such as purchases, record control;
- Receives and routes calls, visitors and correspondence directed to the assigned office;
- Analyses submissions/correspondence to the Director and manages their processing, including preparing acknowledgement, initiating investigations and routing to other Units;
- Assists in the development and collating of Operational and Strategic Plans for the Division;
- Pursues appropriate follow-throughs to ensure matters are attended and apprises the Director, Corporate Services accordingly;
- Participates in administrative planning of the Office to ensure the maintenance of commitments and deadlines are kept;
- Assists with the preparation of official documents including Committee Reports, Corporate and Organizational Plans, Statistical Data, Annual Reports, and co-ordination of various reports;
- Monitors and updates activities and appointments for the Chief Executive Officer;
- Attends Committee Meetings and reproduces the Minutes and ensures follow through with post meeting decisions and actions;
- Researches and compiles data, information and confidential files as requested;
- Locates and compiles information and formats reports, graphs, tables, records and other sources of information;
- Ensures that all correspondence received in the office are promptly processed and appropriate follow-ups pursued;
- Drafts response to routine matters, proof read for accuracy and ensures they are dispatched;
- Ensures that meetings/arrangements are planned and efficiently coordinated.
- Keeps the Director up-to-date on the status of Project Assignments, Consultants, Contracts, and Annual Reports;
- Maintains the Attendance Register for the Division;
- Types, formats/produces documents using the relevant computer software;
- Requisitions stationery and office supplies from the Facilities & Office Services Unit to ensure that adequate supplies are available for use by staff in the assigned office as and when required;
- Disseminates information and documentation to various internal and external clients as required, using the most appropriate and effective means;
- Schedules and manages appointments using Microsoft Outlook;
- Drafts routine correspondence on behalf of the Director as directed;
- Takes notes and produces Minutes of meetings as required within agreed timelines;
- Liaises with the Facilities & Office Services Unit to coordinate off-site meetings on behalf of the Director;
- Assists the Director in completing expense reports for approval and submission to the Finance Unit;
- Maintains updated contacts in Outlook;
- Ensures the maintenance of efficient and effective Records Management and Information System to facilitate ease of access to information and speedy retrieval; of files;
- Liaises with the Facilities & Office Services Unit to co-ordinate travel itineraries for work-related travel on behalf of the Director;

- Establishes and maintains good working relationships with internal and relevant external stakeholders;
- Participates in learning and development interventions as scheduled;
- Undertakes or participates in special projects as directed by the Director;
- Accurately tracks and collates data to support performance measures on behalf of the Director (e.g. # of staff meetings held vs. plan);
- Follows up with the Finance Unit on matters related to payment of invoices and expense claims associated with the Office of the Director;
- Performs any other job-related duties assigned.

Required Knowledge, Skills, and Competencies

- Superior customer service skills;
- Strong interpersonal skills;
- Excellent written and oral communication skills;
- Good planning, organizing and time management skills;
- Good telephone and office etiquette;
- Knowledge of general office administration, processes and practices;
- Confidentiality and ability to treat with sensitive matters;
- Ability to use standard office equipment;
- Proficiency in the use of computer applications including Microsoft Office;
- Specific knowledge using Microsoft Outlook would be a definite advantage;
- Flexibility & Adaptability;
- Problem Solving & Critical Thinking;
- Stewardship Responsibility & Accountability;
- Teamwork;
- Emotional Intelligence;
- Relationship Building & Networking;
- Innovative Thinking;
- Results-Oriented

Minimum Required Qualification and Experience

- A minimum of a Diploma in Office Administration or equivalent qualifications from an accredited tertiary institution
- At least two (2) years' experience in an administrative capacity

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

13. Customer Service Officer (GMG/AM 1)

Job Purpose

Under the general direction of the Facilities & Office Services Supervisor, the Receptionist handles all incoming voice communications whilst ensuring excellent customer service.

Key Responsibilities

Management/Administrative:

- Maintains the image and integrity of the Department through customer service excellence, ensuring that communication protocols are observed and viability sustained;
- Ensures immediate transmission of all critical calls, particularly those of national interest, to the relevant authorities;
- Conducts system searches for duly authorized personnel;
- Logs information received relating to complaints etc., using the appropriate codes and relays information as stipulated by policy;
- Greets visitors in a professional and pleasant manner, ascertains nature and purpose of business and directs or escort them accordingly;
- Dispatches mail/correspondence/articles to the relevant departments/officers;
- Assesses all contacts with a view to identifying potential witnesses, solvability factors and evidence that may need to be preserved, gaining intelligence for transmission to the Investigation Unit;

- Evaluates callers to determine their locations, and the nature of their problems to determine the type of response needed;
- Determines response requirements and relative priorities of situations, and dispatches to units per established procedures;
- Records and stores in a database, data relating to the physical delivery of documents to the Department;
- Answers routine inquiries and refers calls to appropriate Divisions;
- Maintains a log of complaints reported by the public and escalates to appropriate Division/Branch;
- Keeps equipment operational by following established procedures.

Required Knowledge, Skills, and Competencies

- Excellent command of written and spoken English
- Knowledge of the principles and techniques of communication systems;
- Expert knowledge of policing, local and geographical knowledge
- Proficiency in the use of Microsoft Office Products
- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Communication
- Teamwork
- Emotional Intelligence

Minimum Required Qualification and Experience

- 5 CXC or GCE inclusive of English and a numeric subject at grade 2 level or above
- At least one (1) year experience as a customer service representative.

Special Conditions Associated with the Job

- There are moderate security risks associated with the role
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

Applications accompanied by Résumés should be submitted **no later than Friday, 1st December, 2023 to:**

**Senior Director, Corporate Services
Financial Investigations Division
1 Shalimar Avenue
Kingston 3**

Email: careers@fid.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer (acting)**

