



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 77**  
**OSC Ref. C.6655**

**8<sup>th</sup> February, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Investigator (GMG/SEG 2)** in the **Complaints & Investigations, Independent Commission of Investigations (INDECOM) - (Headquarters and Western Region)**, salary range \$3,770,761 - \$5,071,254 per annum.

**Job Purpose**

Under the general direction of the Senior Investigator, the Investigator is required to carry out detailed and comprehensive investigations into complaints against the security forces and other agents of the State. The incumbent is also responsible for reporting on the status or outcome of the investigation, or its resolution.

**Key Responsibilities**

- Determines, in consultation with the Senior Investigator, the scope and complexity of investigations to be carried out;
- Devise in consultation with the Senior Investigator, a plan of action to be pursued in carrying out individual assignments;
- Make appointments to interview Security Forces and Agents of the State, inspect and extract information from Police Records which are relevant to the cases being investigated;
- Interview persons and collect statements from complainants, suspects and persons who may be of assistance in carrying out the conduct of an investigation;
- Attend meetings as instructed from time to time;
- Meet with complainants and potential Witnesses, explain the investigative process and assure them of the integrity of the process;
- Inform complainants and relevant parties to an investigation of the progress of the investigation;
- Travel to diverse areas in pursuit of investigations and the collection of statements;
- Prepare detailed reports of investigations for submission to the Authority incorporating comments, findings, conclusions and possible alternative courses of action, resulting from investigations carried out;
- Obtain Warrants where necessary, for legal rights of search in order to obtain evidence relevant to a case;
- Assist with the intake process and documentation of complaints in conformity with established procedures, where necessary;
- Maintain confidentiality over all information obtained pursuant to an investigation;
- Report to the Senior Investigator as may be required, the status of all investigations and submit completed files;
- Attend Post Mortems Examinations and take notes;
- Perform any other function which may be assigned.

**Required knowledge, Skills and Competencies**

**Core**

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

**Technical**

- Sound knowledge of investigative policies, and prescribed investigative techniques such as undercover surveillance and interrogations;
- Sound knowledge of the use of investigative equipment authorised by Jamaican statutes;
- Sound knowledge of the functions and jurisdictions of the Security Forces and Agents of the State;
- Comprehensive knowledge of relevant computer systems and software available to assist in conducting criminal investigations, information gathering and case development activities;

**Minimum Required Qualification and Experience**

- LLB.; Bachelors of Science Degree in Forensic Science or related field;
- Certification in investigative methods from accredited institution or police force;
- Three (3) years related working experience.

**Special Conditions Associated with the Job**

- Occasional irregular and unscheduled working hours (20%);
- Much field work (60%-70%) required;
- Possible exposure to disagreeable and hazardous conditions;
- Agreeable working environment.

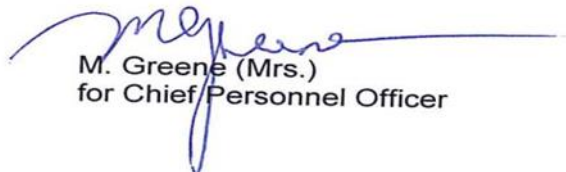
Applications accompanied by résumés should be submitted **via email no later than Thursday, 22<sup>nd</sup> February, 2024 to:**

**Manager, Human Resources  
The Independent Commission of Investigations (INDECOM)  
1 Dumfries Road  
Kingston 10**

Email: [hrd@indec.com.jm](mailto:hrd@indec.com.jm)

Please note that only short-listed applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer