



Office of the Services Commissions

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CIRCULAR No. 318 **OSC Ref. C. 4840³³**

22nd August, 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/be assigned to the following posts in the **Financial Investigations Division**:

1. **General Legal Advisor (JLG/LO 4) - (Vacant)** salary range \$7,716,512- \$10,377,851 per annum.
2. **Director, Civil Prosecution (JLG/LO 4) - (Vacant)**, salary range \$7,716,512 - \$10,377,851 per annum.
3. **Director, Criminal Prosecution (JLG/LO 4) - (Vacant)**, salary range \$7,716,512- \$10,377,851 annum.
4. **Legal Counsel, Criminal Prosecution (JLG/LO 3) - (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
5. **Legal Counsel, Civil Prosecution (JLG/LO 3) (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
6. **General Junior Legal Advisor (JLG/LO 3) - (Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
7. **Paralegal (PLG/LS 4) - (Vacant)**, salary range \$2,190,302 - \$2,945,713 per annum.
8. **Administrative Assistant (GMG/AM 2) - (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. General Legal Advisor (JLG/LO 4)

Job Purpose

Reporting to the Senior Director, Legal Services & General Counsel, the incumbent is responsible for planning, organising and implementing policies within the General Legal Advice Section that will result in the general legal compliance as well as successful investigation and prosecution of financial crime cases being pursued by the Department. The incumbent will also lead the charge in enforcing Court Judgments and Orders as well as in designing and executing necessary and appropriate training opportunities for the FID staff as well as partner agencies.

Key Responsibilities

- Supports the development, implementation and review of the legislative framework and reinforces adherence to primary and secondary sources of law, policies, local, regional and international best practices and any other legal and policy documentation;
- Manages the General Legal Advice Section of the Legal Services Branch, by providing sound legal advice and direction in the investigation and prosecution of major financial crimes cases; effective restraint, forfeiture and/or recovery of assets in all levels of Jamaica's civil or criminal court system as appropriate; representation of the Department/Division at official meetings, functions and national working groups as required from time to time;
- Maintains partnerships and collaborates with national, regional and international legal departments and organisations mandated to investigate and/or prosecute financial crimes and pursue asset forfeiture;
- Participates in planning with the Director, senior staff and necessary stakeholders to determine the annual budget, targets and goals for the Branch and Division in keeping with the strategic objectives;

- Manages and preserves a cadre of highly motivated staff with the appropriate competencies and skills;
- Maximises the use of ICT in the Legal Processes;
- Provides analytical, objective, practical and independent legal advice for decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Strong leadership and team building skills
- Sound oral and written communication and legal advocacy skills
- Excellent Interpersonal skills
- Computer literacy
- Sound legal research and writing skills
- Expert knowledge of Civil and Criminal Practice and Procedure
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Legal Education Certificate from the Council of Legal Education
- Admitted to Practise as an Attorney-at-Law in Jamaica
- 8-10 Years' experience at the Civil or Criminal Bar with significant advisory and/or litigation practice at a senior level
- Training and experience in public sector (or other) management.
- Specific training and experience in AML/CFT and asset forfeiture litigation/advice would be an asset.

Special Conditions Associated with the Job

- Direct interaction in asset forfeiture and/or criminal prosecution matters, with defendants including transnational and violent offenders and convicted terrorists.
- Extensive travel across Jamaica with occasional and/or extensive overnights depending on the exigencies of the job, including the extended duration of out-of-town trials
- Subject to Extensive Security Vetting (including background checks)
- May be required to work extended working hours, on weekends and public holidays.

2. Director, Civil Prosecution (JLG/LO 4)

Job Purpose

Reporting to the Senior Director, Legal Services & General Counsel, and the incumbent is responsible for planning, organising and implementing policies within the Civil Prosecutions Branch that will result in the successful investigation and prosecution of Civil Recovery and Cash Forfeiture cases being pursued by the Department. The incumbent will also lead the prosecution of highly complex and sensitive Asset Recovery matters in civil court (and occasionally in criminal court).

Key Responsibilities

- Supports the development, implementation, and review of the legislative framework and reinforce adherence to primary and secondary sources of law, policies, local, regional and international best practices and any other legal and policy documentation;
- Manages the Civil Prosecution Branch of the Legal Services Division by providing sound legal advice and direction in the investigation and prosecution of civil matters arising from major financial crimes cases; effective restraint, and/or Civil Recovery of assets suspected/deemed/proven to be the proceeds of crime in all levels of Jamaica's civil court system as appropriate; representation of the Department/Division at official meetings, functions and national working groups as required from time to time;
- Maintains partnerships and collaborate with national, regional, and international legal departments and organisations mandated to investigate and/or prosecute financial crimes and pursue asset forfeiture;
- Actively participate in planning with the Director, senior staff and necessary stakeholders to determine the annual budget, targets and goals for the Branch and Division in keeping with the strategic objectives.

- Manage and preserves a cadre of highly motivated staff with the appropriate competencies and skills;
- Maximise the use of ICT in the Legal Processes;
- Analytical, objective, practical and independent legal advice provided for the decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Strong leadership and team building skills
- Sound oral and written communication and legal advocacy skills
- Excellent Interpersonal skills
- Computer literacy
- Sound legal research and writing skills
- Expert knowledge of Civil and Criminal Practice and Procedure
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Legal Education Certificate from the Council of Legal Education;
- Admitted to Practise as an Attorney-at-Law in Jamaica
- 8-10 Years' experience at the Civil or Criminal Bar with significant advisory and/or litigation practice at a senior level
- Training and experience in public sector (or other) management
- Specific training and experience in AML/CFT and asset forfeiture litigation/advice would be an asset.

Special Conditions Associated with the Job

- Direct interaction, in asset forfeiture and/or criminal prosecution matters, with defendants including transnational and violent offenders and convicted terrorists.
- Extensive travel across Jamaica with occasional and/or extensive overnights depending on the exigencies of the job, including the extended duration of out-of-town trials
- Subject to Extensive Security Vetting (including background checks)
- May be required to work extended working hours, on weekends and public holidays

3. Director, Criminal Prosecution (JLG/LO 4)

Job Purpose

Reporting to the Senior Director, Legal Services & General Counsel, the incumbent is responsible for planning, organising and implementing policies within the Criminal Prosecutions Branch, that will result in the successful investigation and prosecution of financial crime cases being pursued by the Department. The incumbent will also lead the prosecution of highly complex and sensitive criminal matters.

Key Responsibilities

- Supports the development, implementation and review of the legislative framework and reinforce adherence to primary and secondary sources of law, policies, local, regional and international best practices and any other legal and policy documentation;
- Manages the Criminal Prosecution Branch of the Legal Services Division by providing sound legal advice and direction in the investigation and prosecution of major financial crimes cases; effective restraint, forfeiture and/or recovery of assets in all levels of Jamaica's civil or criminal court system as appropriate; representation of the Department/Division at official meetings, functions and national working groups as required from time to time;
- Maintains partnerships and collaborates with national, regional and international legal departments and organisations mandated to investigate and/or prosecute financial crimes and pursue asset forfeiture;
- Participates in planning with the Director, senior staff and necessary stakeholders to determine the annual budget, targets and goals for the Branch and Division in keeping with the strategic objectives;
- Manages and preserves a cadre of highly motivated staff with the appropriate competencies and skills;
- Maximises the use of ICT in the Legal Processes;

- Provides analytical, objective, practical and independent legal advice for decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Strong leadership and team building skills
- Sound oral and written communication and legal advocacy skills
- Excellent Interpersonal skills
- Computer literacy
- Sound legal research and writing skills
- Expert knowledge of Civil and Criminal Practice and Procedure
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Legal Education Certificate from the Council of Legal Education;
- Admitted to Practise as an Attorney-at-Law in Jamaica
- 8-10 Years' experience at the Civil or Criminal Bar with significant advisory and/or litigation practice at a senior level
- Training and experience in public sector (or other) management
- Specific training and experience in AML/CFT and asset forfeiture litigation/advice would be an asset

Special Conditions Associated with the Job:

- Directs interaction in asset forfeiture and/or criminal prosecution matters with defendants, including transnational and violent offenders and convicted terrorists.
- Extensive travel across Jamaica with occasional and/or extensive overnighing depending on the exigencies of the job, including the extended duration of out-of-town trials
- Subject to Extensive Security Vetting (including background checks)
- May be required to work extended working hours, on weekends and public holidays.

4. Legal Counsel, Criminal Prosecution (JLG/LO 3)

Job Purpose

Reporting to the Director, Criminal Prosecutions, the incumbent is responsible for executing (under appropriate authority) the successful prosecution of FID involved Criminal Cases (along with occasional civil cases) within established policies.

Key Responsibilities

- Supports the Director, Criminal Prosecution, in the development, implementation, review and legislative framework and reinforces adherence to policies by constitutionalising precedents of law, best practices and any other legal documentation;
- Provides leadership in the Legal Services Branch by providing sound legal advice in the investigation and prosecution of criminal offenders and facilitators of major financial crimes;
- Improves Asset Recovery and Forfeiture;
- Develops partnership and collaborates with other legal departments and organisations mandated to investigate organised crime and corruption;
- Develops a strong and capable Legal Services Branch through active participation in planning and management activities and/or training;
- Supports the conduct of robust targeted investigations through appropriate investigative steering and support;
- Provides analytical, objective, practical and independent legal advice provided for the decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Significant Criminal Litigation experience and strong litigation skills
- Expert knowledge of applicable laws and regulations governing Major Organized Crimes

- Sound knowledge of relevant legislation, court rules, criminal practice and procedure and evidential procedure in Jamaica
- Excellent research skills
- Knowledge of case preparation including evidence gathering and handling
- Excellent written and oral communication skills
- Computer Literacy
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Legal Education Certificate
- Licensed to practise 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 level
- Training and experience in public sector (or other) management would be an asset
- Specific training and experience in AML/CFT and asset forfeiture litigation/advice would be an asset.

Special Conditions Associated with the Job:

- Direct interaction in asset forfeiture and/or criminal prosecution matters, with defendants including transnational and violent offenders and convicted terrorists.
- Extensive travel across Jamaica with occasional and/or extensive overnighting, depending on the exigencies of the job, including the extended duration of out-of-town trials
- Subject to Extensive Security Vetting (including background checks)
- May be required to work extended working hours, on weekends and public holidays.

5. Legal Counsel, Civil Prosecution (JLG/LO 3)

Job Purpose

Reporting to the Director, Civil Prosecutions, the incumbent is responsible for executing the successful prosecution of Civil Recovery, Cash Forfeiture, and all other civil cases (along with occasional criminal cases) being pursued by the Department within established policies.

Key Responsibilities

- Supports the Director, Civil Prosecution, in the development, implementation, review and legislative framework and reinforces adherence to policies by constitutionalising precedents of law, best practices and any other legal documentation;
- Provides leadership in the Legal Services Branch by providing sound legal advice in the investigation and prosecution criminals and facilitators of major financial crimes;
- Improves Asset Recovery and Forfeiture;
- Develops partnership and collaborates with other legal departments and organisations mandated to investigate organised crime and corruption;
- Develops a strong and capable Legal Services Branch through active participation in planning and management activities and/or training;
- Supports the conduct of robust targeted investigations through appropriate investigative steering and support;
- Provides analytical, objective, practical and independent legal advice for decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Significant Civil Litigation experience and strong litigation skills
- Expert knowledge of applicable laws and regulations governing Major Organized Crimes
- Sound knowledge of relevant legislation, Court Rules, civil practice and procedure and evidential procedure in Jamaica
- Excellent research skills
- Knowledge of case preparation including evidence gathering and handling
- Excellent written and oral communication skills
- Computer Literacy
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Legal Education Certificate
- Licensed to practise 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 level.
- Training and experience in public sector (or other) management would be an asset
- Specific training and experience in AML/CFT and asset forfeiture litigation/advice would be an asset.

Special Conditions Associated with the Job:

- Direct interaction in asset forfeiture and/or criminal prosecution matters with defendants, including transnational and violent offenders and convicted terrorists.
- Extensive travel across Jamaica with occasional and/or extensive overnighing depending on the exigencies of the job including the extended duration of out-of-town trials
- Subject to Extensive Security Vetting (including background checks)
- May be required to work extended working hours, on weekends and public holidays.

6. General Junior Legal Advisor (JLG/LO 3)

Job Purpose

Reporting to the General Legal Advisor, the incumbent is responsible for providing legal guidance and support across various areas, including general institutional compliance, policy development, and general legal matters affecting the Department. The incumbent will also be involved in assisting with the investigation and prosecution of financial crimes through the provision of advice and training, as well as occasional litigation support (enforcing judgments and orders).

Key Responsibilities

- Supports the General Legal Advisor in the development, implementation and review of the legislative framework and reinforces adherence to policies by constitutionalising precedents of law, best practices and any other legal documentation;
- Provides leadership in the Legal Services Branch by providing sound legal advice in general administration and the investigation and prosecution of criminal offenders and facilitators of major financial crimes;
- Improves Asset Recovery and Forfeiture;
- Develops partnership and collaborates with other legal departments and organisations mandated to investigate organised crime and corruption;
- Develops a strong & capable Legal Services Branch through active participation in planning and management activities and/or training;
- Supports the conduct of robust targeted investigations through appropriate policy and investigative steering and support;
- Provides analytical, objective, practical and independent legal advice for the decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Significant Criminal Litigation experience and Strong litigation skills
- Expert knowledge of applicable laws and regulations governing Major Organized Crimes
- Sound knowledge of relevant legislation, court rules, criminal practice and procedure and evidential procedure in Jamaica
- Excellent research skills
- Knowledge of case preparation, including evidence gathering and handling
- Excellent written and oral communication skills
- Computer Literacy
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Legal Education Certificate

- Licensed to practise as an Attorney-at-Law in Jamaica
- A minimum of seven (7) years' experience at the Criminal and Civil Bar with some advisory and/or litigation experience at a senior level
- Training and experience in public sector (or other) management would be an asset
- Specific training and experience in AML/CFT and asset forfeiture litigation/advice would be an asset.

Special Conditions Associated with the Job

- Direct interaction, in asset forfeiture and/or criminal prosecution matters, with defendants including transnational and violent offenders and convicted terrorists.
- Extensive travel across Jamaica with occasional and/or extensive overnighing depending on the exigencies of the job including the extended duration of out-of-town trials
- Subject to Extensive Security Vetting (including background checks)
- May be required to work extended working hours, on weekends and public holidays.

7. Paralegal (PLG/LS 4)

Job Purpose

Reporting to the Director, Civil Prosecutions, the incumbent is responsible for providing efficient paralegal services to the Civil Prosecutions Branch to ensure the successful prosecution of Civil Recovery, Cash Forfeiture, and all other civil cases (along with occasional criminal cases) being pursued by the Department within established policies.

Key Responsibilities

- Conducts legal research on behalf of Attorneys using several sources, including electronic databases such as Lexis Nexis, etc. and prepares timely and accurate first drafts of guidance notes, preliminary opinions and submissions, case briefs, pleadings and orders;
- Interrogates multi-media case files to retrieve documents and images, telecommunications data, and witness statements etc., in preparation for depositions, hearings and trial;
- Ensures that case diaries and databases are maintained and up-to-date;
- Attends Court with attorneys as may be required from time to time;
- Supports the Department's internal Training and Staff Development programme by conducting legal research and making legal presentations at internal workshops and seminars;
- Liaises with the Legal departments of local, regional and international Partner Agencies (including the ODPP and Attorney General's Chambers) to enhance Jamaica's international standing regarding Money Laundering and Terrorism/Proliferation Financing Risk factors.
- Monitors resources to ensure presence of sufficient and appropriate tools to enable the undertaking of duties efficiently and effectively.

Required Knowledge, Skills and Competencies

- Excellent research and organisational skills
- Excellent written and oral communication skills
- Working knowledge of applicable laws and regulations governing Major Organized Crimes
- Working knowledge of relevant legislation, Court Rules, civil practice and procedure and evidential procedure in Jamaica
- Working knowledge of case preparation, including evidence gathering and handling
- High level of ICT literacy (Microsoft Office suite) and use of analytical reporting tools would be a significant asset
- General trainability and overall flexibility

Minimum Required Qualification and Experience

- Certification as a Paralegal
- At least 3 years' experience as a paralegal, or similar role
- Tertiary level education (advantageous)
- Public sector paralegal experience would be an asset

8. Administrative Assistant (GMG/AM 2)

Job Purpose

Reporting to the Senior Director, Legal Services, the incumbent is responsible for providing efficient and effective administrative support to all sections of the Legal Services Branch, to ensure provision of timely and complete legal services to the department.

Key Responsibilities

- Develops, implements, reviews legislative framework and reinforces adherence to policies by constitutionalising precedents of law, best practices and any other legal documentation;
- Provides leadership in the legal branch by providing sound legal advice in the investigation and prosecution criminals and facilitators of major financial crimes;
- Improves Asset Recovery and Forfeiture;
- Develops partnerships and collaborates with other legal departments and organisations mandated to investigate organised crime and corruption;
- Develops a strong and capable Legal Branch through active participation in planning and management activities and/or training;
- Supports the conduct of robust targeted investigations through appropriate investigative steering and support;
- Analytical, objective, practical and independent legal advice provided for the decision making, investigation and successful litigation of FID cases and for policy development.

Required Knowledge, Skills and Competencies

- Superior customer service and interpersonal skills
- Excellent written and oral communication skills
- Good planning, organizing and time management skills
- Good telephone and office etiquette
- Expert file creation/management skills
- Expert communication management, minute taking, reporting and inventory management skills
- General trainability and overall flexibility
- High level of ICT literacy (Microsoft Office suite), use of analytical reporting tools, database management and speed typing

Minimum Required Qualification and Experience

- A Diploma in Office Administration (or similar qualification) from an accredited tertiary institution or equivalent
- Training in Administrative Services in the Government
- At least three (3) years' experience in an administrative capacity (experience as a legal secretary in a fast paced legal environment would be an asset)
- Tertiary level education (advantageous).

Special Conditions Associated with the Job:

- Direct interaction, in asset forfeiture and/or criminal prosecution matters, with defendants including transnational and violent offenders and convicted terrorists;
- Subject to Extensive Security Vetting (including background checks);
- May be required to work extended working hours, on weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than September, 2nd, 2024 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**