



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 31** **OSC Ref. C6665/S3**

23<sup>rd</sup> January, 2025

### **RE-ADVERTISEMENT**

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 **Director General (GMG/CTD 1)** in the **Financial Investigations Division (FID)**, salary range \$11,455,206 - \$15,405,979 per annum.

#### **Job Purpose**

The incumbent will guide the strategic, operational and administrative policies, programmes and systems of the FID/ARA in combatting money laundering, terrorist financing, proliferation financing (ML/TF/PF), corruption and recovering assets obtained from crime or used in the commission of crime.

The incumbent is the chief policy advisor to the political directorate on issues of financial crimes and formulates appropriate relationships to satisfy Jamaica's international obligations.

#### **Key Responsibilities**

- Provides policy advice to the relevant Minister on all AML/CFT/PF matters and ensures the development and implementation of strategies and policies aimed at furthering Jamaica's fight against money laundering, terrorist financing, proliferation financing and other financial crimes;
- Guides the strategic and operational direction of the FID in keeping with the mission and the objectives of the Ministry of Finance and the Public Service, Vision 2030 and the national risk assessment of Jamaica, and ensures the effective management of the resources of the Department;
- Provides effective leadership and management of the Department by facilitating agreement on the FID's Strategic priorities and ensuring alignment with the strategic purpose of the Department, as well as monitoring the commitments and expenditures against the approved departmental budget to ensure compliance the Financial Administration and Audit (FAA) Act and other regulatory frameworks;
- Ensures operational excellence by championing a continuous improvement culture, ensuring that existing policies and procedures remain responsive to the evolving environment and are aligned with international best practices. The incumbent will also streamline the review of POCA, FIDA, TPA, UNSCRIA and other relevant legislation to ensure the effective utilisation and implementation of their provision in the investigation and prosecution of financial crimes, as well as ensures the maximum utilisation of the financial intelligence products across local and international law enforcement agencies;
- Enhances collaboration with key stakeholders (local, regional and international) by leading the process of engagement with other Government Departments, stakeholders and partners, developing Memoranda of Understanding/Service Level Agreements and Partnership Agreements with relevant entities locally, regionally and internationally, and overseeing the development, publication and dissemination of pertinent information to local and international partners and key stakeholders;
- Ensures optimal use of the FID's financial and technical resources by utilizing resources to produce maximum value and ensuring the availability of state-of-the-art technological infrastructure to efficiently and effectively conduct the operations and affairs of the FID;
- Creates a dynamic learning organisation through the promotion of a goal-oriented performance culture that depicts the highest standards of integrity, accountability, morals and ethical behaviour, as well as ensuring the competencies and skills of FID staff are aligned with the goals of the Department and that competency and skills gaps are identified and addressed.

### **Required Knowledge, Skills and Competencies**

- Excellent written and verbal communication skills
- Sound knowledge of corporate planning procedures
- Excellent problem-solving skills
- Sound knowledge of financial and budgetary framework
- Be knowledgeable of the Government of Jamaica procurement guidelines
- Expert knowledge of Law Enforcement, Legislations, Binding Agreements
- Strong resilience with an ability to withstand external pressures
- Proven track record of accomplishments in the area of National Security, Public Administration or Finance
- Knowledge of Information Technology
- In depth knowledge of legislations governing the FID's activities
- Excellent leadership and governance skills

### **Minimum Required Qualification and Experience**

- Post Graduate Degree in Management, Public Administration, Criminal Justice, Law or equivalent qualification;
- Twelve (12) years related experience at the managerial level, five (5) of which should be at a senior management level;
- Experience in Enterprise Risk Management, would be an asset.

Applications, accompanied by résumés, should be submitted **no later than Friday, 7<sup>th</sup> February, 2025**, to:

**Chief Personnel Officer  
Office of the Services Commissions (Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle  
Kingston 4**

Email: [fidapplications@osc.gov.jm](mailto:fidapplications@osc.gov.jm)

**Please note that persons who previously applied, need not re-apply.**

**We thank all applicants for expressing an interest; however, only shortlisted applicants will be contacted.**

**A copy of this circular should be placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all Officers.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer