

Office of the Services Commissions

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CIRCULAR No. 10 **OSC Ref. C. 4840³³**

10th January, 2025

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 following **vacant posts in the Financial Investigations Division:**

1. **Manager, Compliance (GMG/SEG 3)** - salary range \$5,198,035- \$6,990,779 per annum.
2. **Manager, Asset Management (GMG/SEG 3)** - salary range \$5,198,035 - \$6,990,779 per annum.
3. **Research & Reporting Officer (GMG/SEG 3)** - salary range \$5,198,035- \$6,990,779 per annum.
4. **Policy Specialist (GMG/SEG 3) (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.
5. **Manager, Performance Management & Training (GMG/SEG 2)** - salary range \$4,266,270 - \$5,737,658 per annum.
6. **Manager, Documentation & Information Management (GMG/SEG 2)** - salary range \$4,266,270 - \$5,737,658 per annum.
7. **Financial Analyst, Asset Recovery (FMG/PA 2)** - salary range \$4,266,270- \$5,737,658 annum.
8. **Financial Analyst, Asset Recovery (FMG/PA 2)** - salary range \$4,266,270- \$5,737,658 annum.
9. **Transport Officer (GMG/AM 3)** - salary range \$2,190,302 - \$2,945,712 per annum.
10. **Office Services Assistant (GMG/AM 2)** - salary range \$1,711,060 - \$2,301,186 per annum.
11. **Records Officer 1 (PIDG/RIM 2)** - salary range \$1,711,060 - \$2,301,186 per annum.

1. **Manager, Compliance (GMG/SEG 3)**

Job Purpose

The incumbent is responsible for the Asset Compliance activities of the FID Asset Recovery Branch.

Key Responsibilities

To improve Asset Recovery

- Develops and reviews policies, procedures and systems to meet the FID's goals, objectives and targets;
- Effectively communicates the organization's strategy and changes in strategy to staff, partners and external stakeholders;
- Ensures that there is alignment between the activities of staff in the Asset Recovery Branch and achievement of the FID's Strategic Goals, by cascading the FID's Performance Commitments down through the Asset Recovery Branch in the form of Tasks and Targets that are set annually for all staff;
- Ensures that FID's performance management system is adopted and used as a means of performance measurement;
- Identifies competency and skills gaps within the Branch and works with the Senior Director, Corporate Services to fill those gaps;

- Monitors the achievement of development objectives for staff within the Branch;
- Advises Director ARB on current cases with significant potential for asset recovery during the weekly Forfeiture and Recovery meetings, or based on the immediacy of the court matter,;
- Provides evidentiary support and research functions for applications to the courts for restraint orders, post-conviction forfeitures, asset recoveries or pecuniary penalty orders (PPOs);
- Provides technical and administrative support to the enforcement activities of the Asset Recovery Branch, where there is non-compliance with the terms of Restraint Orders, and PPOs;
- Supports the “dunning” process by facilitating the advising of non-compliant individuals of impending legal action by the Branch, and brings the full force of the law to bear where there is disregard for warnings that have been issued;
- Provides technical and administrative support for the sale of forfeited or recovered assets held by the Asset Recovery Branch;
- Implements and manages agreed standard operating procedures;
- Oversees the research, 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 Director General and directors of FID in general and ARB and Legal Services in particular;
- 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, and in identifying legal and policy challenges and provides advice on needed law reform activities to improve asset recovery;
- Agrees annually on Tasks and Targets with the Senior Director, ARB;
- Liaises with Investigative Branch and Legal Services Branch 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;

To maintain adequate levels of Human Capital with the appropriate levels of capacity

- Ensures acceptable staffing as per establishment;
- Conducts own performance self-assessment and signs off the review by Director;
- Completes personal development plan;
- Conducts 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;
- Provides technical and administrative support for in-sourcing the receivership function of the Asset Recovery Branch, where there is a need to prevent income from commercial or residential rental properties, deemed to be acquired by the proceeds of crime, from flowing outside the control of the Agency;
- Manages issues of staff performance, discipline and conduct as required;
- Ensures that there is hiring for “fit” in the Operations Directorate and promotes a culture of high performance and adherence to FID values;
- Develops and manages the performance of the Asset Recovery Branch’s (ARB) Compliance staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;

To effect timely and accurate management of compliance activities such as visits, inspections and monitoring of real properties, motor vehicles, bank accounts and other assets stipulated in court orders.

- Provides advisory services to the Senior Director, Asset Recovery, so as to ensure that the organization’s Business-As-Usual (BAU) activities, particularly regarding the management and Security of the Assets are adequately funded;
- Works with the Compliance team to develop an Annual Preventative Maintenance Plan and establishment of an Emergency Fund to be included into the branch’s BAU budget in-order to effectively manage the properties under the FID’s purview;
- Ensures that budgets for Business as Usual and Strategic Initiatives represent funding of the Operating Plan for the coming financial year;
- Ensures that the standard costs of services provided by Asset Recovery Branch are available so that valid estimates of cost recovery (e.g. vetting fees) can be included in the budget submissions;

- Facilitates the calculation of annual estimates of Appropriations-in-Aid for inclusion in the FID budgets, in the format stipulated by the Financial Secretary;
- Ensure effective evidence-based management of Branch performance.

Improve the management of employee performance in the Department

- Supports the development of a strong and capable organisation;
- Participates in the development of the Branch's budget, corporate and operational plans and monitors the achievement of the Branch;
- Establishes performance and development goals for the Branch, and manages the performance of the Branch and staff including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback;
- Ensures that recommended remedial action is taken for all business controls risks identified and agreed to in General Controls Review reports.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Team Work
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- 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 for 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.
- Knowledge of Business Process Improvement methodologies.

Minimum Required Qualification and Experience

- Undergraduate degree in the Business Administration, Finance, Accounting, related field or equivalent qualification.
- Pursuing an internationally recognized accounting designation (CA, CPA, CMA, ACMA, ACCA, CGA).
- Minimum of six (6) years' experience in the accounting field with at least three (3) years' experience in a supervisory role. Sound experience in contract administration and managing capital projects.
- Hands on experience in the use of IT-based integrated Accounting and reporting application and payroll processing and reporting systems.

Special Conditions Associated with the Job

- Subject to Polygraph tests and Vetting (inc. background checks)
- Must possess and maintain good physical abilities to perform in functional areas.
- Adhere/Maintain Critical deadlines for completion of projects.
- May be required to work extended working hours, on weekends and public holidays
- Ability to cope under pressured working conditions
- May come in direct contact with defendants and owners/occupants of forfeited/restrained property. (Medium to high risk exposure)

2. Manager, Asset Management (GMG/SEG 3)

Job Purpose

The role of Manager, Asset Management is to manage the documentation, maintenance and disposal activities for all Assets under the FID Asset Recovery Branch's control.

Key Responsibilities

To improve Asset Recovery and Asset Management.

- Ensures that budgets for Business as Usual and Strategic Initiatives provide adequate funding of the Branch's operations;
- Monitors and manages Branch performance against financial and non-financial targets;
- Collaborates with the Directors of the Legal and Investigations Branch to develop and institutionalise the process for identifying potential forfeiture and recovery opportunities;
- Ensures that the location of all assets under FID management or supervision can be confirmed;
- Ensures that there are systems in place to capture the costs of holding and maintaining assets at the asset levels;
- Ensures the effective assignment of compliance functions to maximise the value-add from resources used;
- Monitors and follows up all instances of non-compliance with Restraint, Forfeiture, Recovery or Pecuniary Penalty Orders;
- Ensures that there is an effective Enterprise Asset Management system in place to ensure a focus on planned rather than emergency maintenance of assets;
- Reviews monthly, quarterly and annual cost of holding analyses prepared by the Financial Analyst and takes action in line with delegated authorities.

To provide Asset management Services to buildings and facilities that are under the control of the Asset Recovery Branch (ARD).

- Provides critical input to development of the Department's policies relating to risk management for the Assets under ARD's control;
- Monitors and reports on the achievement of scheduled maintenance and upgrading/replacement Plant, Property and Equipment (PP&E);
- Ensures the Department's Asset Management System accurately reflects the Assets managed by this Branch;
- Maintains relationships with the utility companies, as necessary, to ensure that supplies of public utilities are sustained;
- Champions energy conservation initiatives within the Department, to contain consumption and realize cost savings;
- Collaborate with the Procurement Section in the development of tender documents and participates in evaluating tender documents;
- Manages, with respect to Restrained/Forfeited/Recovered properties, the refurbishing and repairs of buildings and reinstatement projects for the Department island-wide to include:
 - Supervising and authorizing all repairs to infrastructure and facilities for the Department island-wide;
 - Inspecting and validating work done to construct, renovate and maintain infrastructure;
 - Reviewing and certifying repairs to Civil works, Electrical, Sewage and Plumbing systems and perimeter fencing at locations island-wide;
- Validates contractor completion reports.

To manage and maintain an asset management system where all asset related data is accurately kept prolonging the lifecycle of the Asset and mitigate liability due to poor asset management.

- Ensures effective training of Asset Management System, and emphasis on data quality;
- Ensures, on a periodic basis the branch's operational plan, looking at the Assets scheduled for preventative maintenance and optimizes the plan;
- Ensures there is framework (authorities/rules) in place to unify the Asset Management process;
- Manages the vendor bidding process and ensures that Service Level Agreements are maintained;
- Manages the Asset Management Section's procurement needs and liaises with the Procurement Section to ensure that goods from suppliers are promptly checked against purchase orders in the Department's accounting/inventory control system, goods received notes produced and items delivered to/for Assets or taken into storage. All discrepancies are promptly advised to the Procurement team;
- Co-ordinates with the Accounts Payables and Cash flow management team in Finance to monitor the status of outstanding vendor invoices and prioritise as needed.

To support the development of a strong and capable organisation

- Participates in the development of the Branch's budget, corporate and operational plans and monitors the achievement of the branch;
- Establishes performance and development goals for the Branch and manages the performance of the Branch and staff including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback;
- Ensures that recommended remedial action is taken for all business controls risks identified and agreed to in General Controls Review reports.

Required Knowledge, Skills and Competencies**Core**

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- Excellent knowledge of Government's Procurement Guidelines and Contracts Administration;
- Ability to interpret working drawings and designs;
- Proficiency in the use of computer applications including Microsoft Office and AutoCAD;
- Excellent oral and written communication skills;
- General knowledge of the fundamentals of artisan skills such as required in plumbing and electrical;
- Sound knowledge of government's asset management policies;
- Working knowledge of Finance Administration and Audit Act (FAA Act);
- Sound knowledge of office/stores/inventory management;

Minimum Required Qualification and Experience

- Undergraduate degree or equivalent qualification in Civil or Mechanical or Electrical Engineering or equivalent qualification.
- A minimum of six (6) years' experience in engineering, facilities management or a related field, three (3) of which must be in a supervisory role.
- Sound experience in contract administration and managing capital projects.
- Experience in the procurement of engineering related items.
- Experience in dealing with matters of a confidential nature.
- Previous experience of working as a Team Leader.
- Experience of managing people, resources and activities to deliver strong outcomes.

Special Conditions Associated with the Job

- Subject to Polygraph tests and Vetting (inc. background checks);
- Must possess and maintain good physical abilities to perform in functional areas;
- Adhere/Maintain Critical deadlines for completion of projects;
- May be required to work extended working hours, on weekends and public holidays;
- Ability to cope under pressured working conditions;
- May come in direct contact with defendants and owners/occupants of forfeited/restrained property (Medium to high risk exposure);
- Extensive travel across Jamaica with occasional overnighting.

3. **Research & Reporting Officer (GMG/SEG 3)**

Job Purpose

The Research and Reporting Officer is responsible for provide support to the Office of the Director General (DG) in establishing and maintaining the Department's Statistical Databank databases; collecting statistics and data with a view of satisfying Jamaica's obligations to FATF for providing National Statistics for National Risk Assessment; as well as collect, collate, analyse and disseminate information to satisfy the reporting requirements of FID's internal, local and international needs.

Key Responsibilities

Administrative/Management

- Co-ordinates the production of reports for the Director General in preparation for meetings internal and external to the Department;
- Prepares reports in keeping with the Department's reporting requirements;
- Attends various meetings with internal and external agencies with and on behalf of the Director General;
- Prepares the strategic and operational plans for the Office of the Director General.

Technical/Professional

To Provide guidance and support to the Director General (DG) on the development, implementation, quality assurance and administration of the Department's Statistical Databank and the national database on financial crimes as required by FATF.

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- Collects and evaluate statistics from Law Enforcement Agencies for the money laundering and terrorist financing National Risk Assessment, as required by FATF and the World Bank tool;
- Reports annually, or as required on the National ML/FT Threats to include predicate offences, money laundering investigations, prosecutions and convictions;
- Manages and coordinates the production and publication of statistics and the respective statistics reports for the Department;
- Develops, implements and maintains the Statistics Database System (SDS) to ensure reporting structure is consistent, accurate and timely;
- Collects and evaluates statistical data from the various FID Department and co-ordinates the production of statistics and reports for publication on the FID's website, as well as in the Annual Reports and other reports issued by the Department;
- Supports operational and strategic decisions through the collection, analysis, interpretation and communication of statistics and information to the relevant stakeholders;
- Liaises with respective local and international law enforcement agencies and other authorities of Jamaica and foreign states, and with regional and international associations, for access to relevant statistics and information necessary for compiling the required reports;
- Monitors systems and databases within the Department to ensure that inputs and reports provide consistent, accurate, up to date information.

Provide technical support for the development and dissemination of information; and reports to fulfil the obligations under the statutory framework and various international and other agreements with bodies such as the FATF, CFATF Egmont group and Jamaican law enforcement.

- Develops and maintains effective co-operative working relationships with all parties both within and external to the Department, through the timely collection, collation and dissemination of FID information;
- Collaborates with and participates in discussions related to the operations of the Department and ensures relevant material is disseminated to the appropriate entities;
- Collaborates with the Communications and Public Relations Branch in the provision of statistics and information for newsletters, bulletins, etc.;
- Preparation and evaluation of statistical data from the various Branches for publication on the FID's website, as well as in the Annual Reports and other reports;
- Liaises with key stakeholders including the Ministry of Foreign Affairs and Foreign Trade, Ministry of National Security, Office of the DPP, the Supreme Court, Jamaica Constabulary Force (JCF'S) Statistics branch (Counter Terrorism and Organised Crime Division (CTOC), Criminal Investigations Branch (CIB), Major Investigations Task Force, Revenue Protection Division (RPD) and MOCA in all aspects of data gathering and reporting;
- Provides technical assistance and co-ordination services in responding to requests for information from Jamaican law enforcement on the areas of AML, CFT and CFP by international bodies such as the FATF, CFATF Egmont group and other international bodies;

- Provides ongoing planning and performance monitoring support for the office of the Director-General. Monitors and evaluates the implementation of policies and strategies aimed at identifying and investigating actual and potential violations of the FID Act, POCA and other laws and regulations and recommends changes as necessary.

Assist the Office of the Director General by way of special assignments, research/studies and analysis for the development of the Department's policies and procedures in keeping with international requirements and best practices, as well as provide ongoing planning and monitoring support.

- Assists the Director General in the development of the strategic and operational plans of the Department;
- Assesses and monitors internal and external strategic , operational and financial risks facing FID and report on risk and effectiveness of mitigating strategies;
- Supports strategic and operational decision making through the collection, analysis, interpretation of data and the identification of emerging trends and patterns related to financial crimes to inform financial intelligence efforts and provide insightful information to the relevant stakeholders;
- Collaborates with and participates in discussions related to the operations of the Department and ensures relevant material is disseminated to the appropriate entities;
- Co-ordinates the production of reports and presentation for the DG in preparation for meetings internal and external to the Department;
- Conducts special assignments, research/studies determined by the Director-General;
- Researches and analyses emerging trends and patterns related to financial crimes to inform financial intelligence efforts;
- Develops relevant monitoring and reporting systems to ensure the maintenance of established standards and procedures within the Department;
- Collaborates with the FID's Directors and the Head of Communications and Public Relations in the Production of the annual reports, period reports, newsletters etc.;
- Attends various meetings with internal and external agencies with and on behalf of the Office of the Director General;
- Conducts surveys and research in relation to special assignments as directed;
- Conducts research and maintains knowledge of best practices deployed in similar operations in other jurisdictions to inform the development of the Department's policies to align to the objectives of FID;

To assist with the planning and execution of the programme of activities for the Office of the Director General to aid the fulfillment of the office's role in providing direction and in translating operationally the corporate objectives to which he/she is assigned.

- Develops, with the DG, a set of objectives and guidelines for the operations of the Office;
- Organizes and manages the schedule of the Director General, monitors and updates planned programmes, appointments and activities using Microsoft Outlook;
- Conducts preliminary research on specific areas and compiles information for viewing by the DG;
- Collates reports and presentations based on general instructions;
- Composes letters/memoranda with little/general instructions;
- Analyses submissions/correspondence to the Director General and manages their processing, including preparing acknowledgement and information and documentation for dissemination to various internal and external clients as required, using the most appropriate and effective means;
- Dialogues and conducts meetings with callers, determines and initiates appropriate actions;
- Pursues appropriate follow-throughs to ensure matters are attended and appraises the DG appropriately;
- Assists with the development of budget for the Office of the Director General;
- Establishes planning tools to guide the DG's long term and short-term planning and to aid maintenance of major appointments and deadlines.

Human Resources

- Provides leadership to staff through effective objective setting, delegation, and communication;
- Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the Department provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- Sound knowledge of research methodologies and planning techniques;
- Knowledge of the laws governing the operations of the FID and governing Jamaica's AML/CFT framework;
- Excellent report writing skills;
- Excellent judgment, decision making and problem-solving skills;
- Excellent interpersonal and communication skills;
- Computer proficiency in the use of - databases, spreadsheets, electronic presentation packages, statistical and report writing software;
- Knowledge of the financial regulatory framework including Financial Investigations Division Act, Corruption (Prevention) Act, Terrorism Prevention Act, Proceeds of Crime Act and other relevant legislation.

Minimum Required Qualification and Experience

- BSc. in Business Administration, Public Administration, Economics, Organizational Development, Criminal Justice, Law or related discipline with at least five (5) years' in a similar or related management position;
- Training and experience in Statistics, Business Analysis, Project Management, or Organization Development;
- Experience in research, statistics or management information systems.

Special Conditions Associated with the Job

- May be required to work on weekends and public holidays;
- Potentially hostile working environment;
- Travel required 20 to 30 %.

4. Policy Specialist (GMG/SEG 3)

Job Purpose

The incumbent is responsible for guiding and monitoring the implementation of the policies developed by the management of the Financial Investigations Division, assess the practicality of these systems with a view to increasing the efficiency and effectiveness of the Departments' functions, as well as build and maintain relationships with various local and international stakeholders, including regional law enforcement bodies, to ensure better collaboration and use of resources and effort through integrated and task force approaches.

Key Responsibilities

Administrative/Management

- Co-ordinates the production of reports for the Director General, in preparation for meetings internal and external to the Department;
- Attends various meetings with internal and external agencies with and on behalf of the Director General;
- Contributes to the strategic and operational plans of the Department;
- Monitors and evaluates the implementation of policies and strategies aimed at identifying and investigating actual and potential violations of FID Act, POCA and other laws and regulations and recommends changes as necessary.

Technical/Professional

Provide professional guidance and support to the Director General (DG) on the development, implementation quality assurance and administration of the Department's Statistics Database:

- Manages and co-ordinates the production and publication of statistics and the respective statistical reports for the Department;
- Collects and evaluates statistical data from the various FID Branches and coordinates the production of statistics and reports for publication on the FID's website, as well as in the Annual Reports and other reports issued by the Department;
- Supports operational and strategic decisions through the collection, analysis, interpretation and communication of statistics and information to the relevant stakeholders;
- Oversees the development, implementation and maintenance of the Statistics Database System (SDS);
- Liaises with respective local and international law enforcement agencies and other authorities of Jamaica and foreign states and with regional and international associations for access to relevant information necessary for compiling the required reports;

Assist by way of research and analysis with the development of the Department's policies and procedures in keeping international best practices;

- Researches and analyses emerging trends and patterns related to financial crimes to inform financial intelligence efforts;
- Conducts research and maintains knowledge of best practices as it relates to efficient operations of Financial Intelligence Units in other jurisdictions;
- Conducts periodic assessments of FID policies, programmes and operating procedures and recommends and implements the relevant interventions;
- Documents existing and new/proposed procedures and facilitates dissemination and enforcement of same;
- Develops relevant monitoring and reporting systems to ensure the maintenance of established standards and procedures within the Department;
- Assesses the capacity of FID staff as it relates to new/revised policies and/or SOPs, and collaborates with local and international institutions regarding the provision of training and other capacity building initiatives;
- Commissions surveys and research in relation to special assignments as directed;
- Conducts studies and/or research aligned to the objectives of FID;

Support the FID's collaboration with national, regional and multi-national bodies to develop an effective, integrated AML/CFT regime;

- Promotes the development and maintenance of Jamaica's relationship with local, regional and international stakeholders in Jamaica's anti-corruption, AML and CFT framework, in accordance with the statutory framework and Jamaica's and the Department's domestic and international obligations;
- Develops and implements capacity building interventions for FID staff to maintain EGMONT Group membership, conform to Financial Action Task Force (FATF) standards and to be an effective Asset Recovery Agency;
- Provides technical assistance and co-ordination services in responding to requests for information from Jamaican law enforcement on the areas of AML and CFT by international bodies such as the FATF, CFATF Egmont group and other international bodies;
- Fosters good working relations with key stakeholders including the financial sector, designation non-financial institutions, and the media in the interest of combating corruption, financial crimes and terrorist financing;
- Liaises with key stakeholders including the Ministry of Foreign Affairs and Foreign Trade, Ministry of National Security, Office of the DPP, the Supreme Court, and Jamaica Constabulary Force (JCF'S) (Organised Crime Investigation Division (OCID), Criminal Investigations Branch (CIB), Major Investigations Task Force and Revenue Protection Division (RPD), in all aspects of duties requiring collaboration and/or pertaining to civil or criminal litigation;
- Develops and maintains effective co-operative working relationships with all parties both within and external to the Department through the timely dissemination of FID information via seminars, workshops, press releases, FID website and circulars;
- Collaborates with local and international institutions regarding the provision of training and other capacity-building initiatives jointly with the Senior Director, Corporate Services;
- Develops Terms of References (TORs), Memoranda of Understanding (MOUs) and related agreements to facilitate collaboration and sharing of resources with local, regional and international organisations;
- Develops and implements capacity building interventions for FID staff to maintain EGMONT Group membership, conform to Financial Action Task Force (FATF) standards and to be an effective Asset Recovery Agency;

- Liaises with local and international stakeholders/counterparts in the conduct of investigations and to obtain/share information e.g. Assets Sharing Agreements forfeiture co-operation;

Supports the development of national reforms in the areas of AML/CFT

- Conducts research and maintains knowledge of best practices deployed in operations of Financial Intelligence Branch in other jurisdictions, to inform the development of the Department's policies;
- Assists the Director General by way of research and analysis in the overall development of reforms and measures to enhance Jamaica's framework for Anti-money laundering (AML) and combating the financing of terrorism (CFT)
- Conducts or commissions surveys and research aligned to achieving the objectives of FID;
- Keeps abreast of best practices, trends and developments pertaining to anti-money laundering, financial crimes, and terrorist financing strategies/policies locally and internationally and provides updates and advice to the DG on same;
- Monitors constantly the local and international environments to identify potential issues as well as innovations to improve the operations of the Department;
- Assesses the capacity of FID staff as it relates to new/revised policies and/or SOPs and collaborates with local and international institutions regarding the provision of training and other capacity building initiatives;
- Conducts analysis and research and makes recommendations in order to improve the ability and capacity of the FID to develop evidence based policy, programmes and procedures;

Supports the Director General in ensuring achievement of the Strategic Objectives of the Department

- Assists the Director General in the development of the strategic and operational plans of the Department;
- Supports strategic and operational decision making through the collection, analysis, interpretation of data and the identification of emerging trends and patterns related to financial crimes, to inform financial intelligence efforts and provide insightful information to the relevant stakeholders;
- Collaborates with and participates in discussions related to the operations of the Department and ensures relevant material is disseminated to the appropriate entities;
- Co-ordinates the production of reports for the DG in preparation for meetings internal and external to the Department;
- Conducts special assignments, research/studies determined by the Director General;
- Provides ongoing planning and performance monitoring support for the office of the Director General. Monitors and evaluates the implementation of policies and strategies aimed at identifying and investigating actual and potential violations of the FID Act, POCA and other laws and regulations, and recommends changes as necessary;
- Develops Terms of References (TORs), Memoranda of Understanding (MOUs) and related agreements to facilitate collaboration and sharing of resources with local, regional and international organizations;
- Collaborates with the FID's Directors and the Head of Communications and Public Relations in the Production of the annual reports for presentation to the Minister of Finance;
- Attends various meetings with internal and external agencies with and on behalf of the Director General.

Provides technical support in the development and dissemination of information and Communication

- Develops and maintains effective co-operative working relationships with all parties, both within and external to the Department, through the timely dissemination of FID information via seminars, workshops, press releases, FID website and circulars;
- Collaborates with and participates in discussions related to the operations of the Department and ensures relevant material is disseminated to the appropriate entities;
- Develops presentations and materials that promote public awareness and understanding of financial crimes, and the importance of their elimination from society;
- Monitors levels of compliance and provides guidance, under the direction of the DG, to financial institutions and designated non-financial institutions regarding their obligations under the FID Act and related legislation;
- Plans, co-ordinates and conducts outreach activities geared at improving the awareness of financial institutions and related stakeholders to their compliance requirements, as well as to the role of FID;
- Develops and maintains an effective public information programme for the Department;
- Collaborates with the Communications and Public Relations Branch in the:
 - Development and implementation of a positive public relations brand for the Department;
 - Production of the annual reports for presentation to the Minister of Finance;
 - Development of publications, presentations and press releases;

- Production of draft responses for the DG in relation to public concern
- issues;
- Drafting of communication materials that promote the image of the FID including newsletters, bulletins, etc.;
- Prepares and evaluates of statistical data from the various Branches for publication on the FID's website as well as in the Annual and other reports;

Human Resources

- Provides leadership to staff through effective objective setting, delegation and communication;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Develops and reviews the Department's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed, as well as participate in disciplinary matters for the Department's staff in accordance with the Ministry's policies and procedures;
- Participates in the recruitment and selection of staff for the Department;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Department;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the department provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- Sound knowledge of the policy development process;
- Sound knowledge of research methodologies and planning techniques;
- Sound knowledge of business process improvement tools;
- Knowledge of the laws governing the operations of the FID and governing Jamaica's AML/CFT framework
- Excellent report writing skills;
- Excellent judgment, decision making and problem-solving skills;
- Excellent interpersonal and communication skills;
- Computer proficiency in the use of - databases, spreadsheets, electronic presentation packages, statistical and report writing software;
- Knowledge of the financial regulatory framework including:
 - Banking Act, the Financial Institutions Act, the Insurance Act, the Companies Act, the Bankruptcy Act and all other relevant legislation;
 - the Corruption (Prevention) Act, Terrorism Prevention Act, Proceeds of Crime Act and other relevant legislation.

Minimum Required Qualification and Experience

- BSc. in International Relations, Public Administration, Economics, Organizational Development, Criminal Justice, Law or related discipline with at least five (5) years' in a similar or related management position;
- Training and experience in Statistics, Business Analysis, Project Management, or Organization Development;
- Experience in research, statistics or management information systems.

Special Conditions Associated with the Job:

- May be required to work on weekends and public holidays
- Potentially hostile working environment
- Travel required 20 to 30 percent

5. Manager, Performance Management & Training (GMG/SEG 2)**Job Purpose**

Under the general direction of the Senior Director, Corporate Services, the Manager, Performance Management and Training is responsible for co-ordinating activities for the development, implementation and integration of strategies for the management of staff performance leading to a more efficient and effective workforce and utilization of human resources. The incumbent is also responsible for co-ordinating the activities for the Performance Management System to improve performance.

Key Responsibilities***To implement a comprehensive Performance Management Appraisal System.***

- Provides advice to Branch Directors and other Department staff on all aspects of Employee Performance Management;
- Ensures the implementation and institutionalisation of an effective (technology-enabled) Employee Performance Management Appraisal System (PMAS);
- Resolves or escalates any disagreement which may result from the performance assessment process;
- Advices on the development and implementation of an effective Reward and Recognition System;
- Reviews existing arrangements, identifies human resource gaps, and develops proposals and strategies to narrow these gaps;
- Ensures that staff is properly oriented and socialized into the culture of the organization;
- Monitors the administration of PMAS within the Department;
- Periodically reviews and analyses the Department's structure and manpower needs and makes recommendations to management for adjustment where necessary;
- Ensures that organizational development programmes developed and conducted are aligned to the strategic objectives of the Ministry and that the organization's needs are met;
- Makes recommendations for the review/development of job descriptions/terms of references for positions to be reviewed and reclassified to ensure currency of jobs in meeting the needs of the Ministry;
- Ensures that the policy framework and their attendant strategies are supported by the organizational structure; makes recommendations for changes to the organizational structure as dictated by the operational direction of the Ministry;
- Liaises with the Ministry of Finance and the Public Service regarding the implementation of revisions to the organizational structure and staffing arrangements;
- Provides the technical inputs to an agenda for business process re-engineering and general modernisation initiatives;
- Reviews and monitors the performance management process on a continuous basis and manages the recognition and rewards system;
- Provides advice to Branch Heads and other staff on all aspects of performance management;
- Ensures the availability of the training and development "interventions" needed to fill identified training and development gaps within the Department;
- Schedules and Chairs weekly evidence-based reviews of the Department's Performance, where Branch Heads report on performance achieved, identify the root cause of performance gaps and outline how they will get performance back on track;
- Develops and implements operational policies, plans, guidelines, standards, processes and procedures for the delivery of the Department's Human Resource Performance Management Programme, consistent with the Ministry's strategic policy objectives and GOJ processes and principles;
- Provides a comprehensive approach to setting performance commitments, objectives, expected behaviours, assessing results and providing continuous feedback and coaching for all employees and managers, ensuring individual work plan is aligned with the Ministry and Government-wide Strategic and Operational goals, so that strong performance is recognized and unsatisfactory performance can be addressed.

Co-ordinates and implements activities geared towards creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the organization's strategic direction.

- Oversees the development and implementation of a corporate training plan to meet the needs of the Department in achieving the strategic goals and objectives;
- Provides leadership and guidance in the development, implementation and maintenance of a succession planning programme to ensure continuity of skills and competencies in the Department, including; personnel development and career advancement of employees in collaboration with Branch Heads and managers;
- Oversees the development and maintenance of a skill/competency database including key positions and talents;
- Establishes an employee development programme which provides opportunities for maximizing the potential of employees and identifying career development options;
- Develops an effective policy and associated procedures for succession planning at the Department;
- Establishes the budget to ensure that training needs are adequately funded;
- Works with Line Managers to develop the Learning Objectives for critical Learning Interventions and identifies internal or external Trainers who can deliver the modules;
- Ensures the development and maintenance of a skills database including key positions and talents;
- Conducts Annual Training Needs Analysis (TNA) for the Department;
- Ensures the development of a talent pool or talent pools, to support the long-run viability of the Department by identifying high potential, high performing staff;
- Manages the booking process for training interventions and maintain statistics;
- Obtains attendee feedback to assess the effectiveness of learning interventions delivered;
- Participates in the deliberations of employee career development and makes recommendations for the implementation of improved HR policies and programmes;
- Ensures that Managers are trained on the Job Evaluation methodology used by the Department and, when required, provides an internal job evaluation service for the Department, to ensure Department-wide consistency;
- Provides guidance, feedback and/or recommendations to Heads of Branches on HR-related issues or concerns;
- Develops and implements knowledge management strategies and processes to ensure consistent capture of intellectual capital to support effective service delivery and improve development of programmes.

To lead and manage the Section to achieve the above-mentioned strategic objectives and ensure that there is a competent cadre of highly motivated staff

- Plans, organises and directs the work of the Branch, including overseeing the creation of the Branch's corporate and operational plans and budgets and monitoring the Branch's achievement against them;
- Oversees the Performance Management Process within the Section;
- Conducts spot checks and reviews of work plans and performance reports for the staff of the Branch and ensures that the performance indicators are measurable;
- Ensures that the evaluations are conducted in an equitable and fair manner;
- Resolves any disagreement which may result from the assessment process;
- Recommends strategies to achieve and maintain optimal Human Resource capacity development;
- Co-ordinates the production of reports for the Director in preparation for meetings internal and external to the Department;
- Attends various meetings with internal and external agencies with and on behalf of the Director;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Branch provides a consistently high level of service to them;
- Ensures that the Branch's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that for staff with "People Development" responsibilities, compliance with all related goal setting, performance management, staff development and succession planning processes of FID is non-negotiable;
- Ensures the management of the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Assesses the performance of all staff who report directly to this position;
- Institutes continuous processes to detect whether there are staff of the Branch who have competency and skills gaps and or issues of "fit" with "the FID Way";
- Provides leadership to staff through effective objective setting, delegation and communication;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Develops and reviews the Department's policies, procedures and systems to meet the Department's goals and objectives;

- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed, as well as participate in disciplinary matters for the Branch's staff in accordance with the policies and procedures;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Department and the Ministry;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and customers, thus ensuring that the branch provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- ICT literacy and excellent knowledge of Microsoft Office suite especially Microsoft Project.
- Knowledge of Facilitation Skills
- Excellent command of written and spoken English

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management (HRM), Education, Business Administration, Hospitality Management or related field;
- A minimum of five (5) years of progressive experience in HRM.
- Previous experience in Administering Learning and Development
- Experience in event planning would be a distinct advantage

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

6. Manager, Documentation & Information Management (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Director, Corporate Services, the Manager, Documentation and Information is responsible for the record keeping and information requirement functions for the Department and general public, to support the decision-making process.

Key Responsibilities

To provide efficient and effective communication, documentation and preservation of all official records in the custody of the Department.

- Develops long-range forecasts for the Records and Information Management Programme within the Department;
- Plans, develops and establishes policies and procedures, formulate goals and objectives for operations essential to the effective delivery of information;
- Satisfies the information needs of the Department's clientele by reviewing documentation systems, procedures, holdings and equipment, to ensure that they support management effectiveness in their conduct of business;
- Develops strategies for managing increasingly complex and often conflicting interests regarding a very wide variety of access to information requests;

- Ensures the provision of a comprehensive reference service to support the Department and its Branches need for relevant, timely and accurate information;
- Develops and supervises procedures, formulates goals and objectives for operation essential to the delivery of information;
- Makes presentations to top management to justify and support Records and Information Management Programmes.

To ensure that the organisation is provided with the appropriate facilities and resources to meet its research, record keeping and information retrieval requirements.

- Provides the Department's executives and other clients with information and advice to assist in the achievement of operational objectives and to develop programme management plans, policies and procedures;
- Develops strategies for managing complex and conflicting interests regarding a very wide variety of access to information requests;
- Ensures appropriate response to requirements to disclose records as a result of litigations.
- Initiates reviews of the Department's legislation, regulation, policies, policy procedures, programmes and information systems to ensure compliance with the ATI Act and legislations.
- Participates in the development of Department and other client computer and information systems and approves the design of, and controls for, the information and privacy components of systems;
- Analyses and appraises the status of record keeping and documentation in the Department and develops and oversees the implementation of modern, professional and technical standards;
- Harness and co-ordinate the documentation resources in the Departments into a unified facility and develop and install information retrieval and reference system to make their materials and resources accessible to the Department as a whole;
- Ensures that a complete and systematic process is in place for obtaining advice from the Attorney General;
- Ensures adherence to legal requirements which affect the information of the organization;
- Represents the Department at relevant records management fora and conferences.

To provide for public access to records/information in keeping with legislative requirements such as the Access to Information Act.

- Facilitates the conduct of internal reviews of decisions made by the Records Committee, where an internal review is sought by an Access to Information (ATI) applicant;
- Documents all issues identified by the Records Committee for referral to the Attorney General/Access to Information Unit for advice;
- Provides policy advise on the ATI Act and other legislation arising from ATI Act issues;
- Ensures the development and publication of a list of Non-Exempt Documents in accordance with the Access to Information Act;
- Maintains systems in collaboration with other areas of the organization such as Administration and Accounts, in order to facilitate the public in accessing non-exempt documents;
- Ensures the involvement and collaboration of Branch Directors in developing appropriate schedules of non-exempt documents;
- Acts as the key contact for strategic advice regarding compliance with the Access to Information Act, the retention, storage and destruction of records;
- Liaises with the Department's Legal Officer to obtain in-house, expert advice on documents, which are not clearly non-exempt;
- Builds information systems into the procedures, which will facilitate the generation of statistical and other data for the annual report;
- Exercises a high level of judgement in reviewing documents, which may require partial deletion of sensitive information;
- Ensures that all members of staff have a working understanding of at least the basic elements of the Access to Information Act.

Maximise the use of ICT in delivery of office service management

- Ensures that there is an ICT based system for tracking records;
- Ensures that there is an ICT based system for the management of stocks, inventory and assets of the Department;
- Ensures that there is an ICT based system for the reconciliation of all utilities bills;
- Ensures that there is an ICT based system for booking meeting rooms and associated services within the Department and ensures that customer expectations are met with respect to arrangements for meetings/functions conducted by the Department;
- Facilitates the sharing of relevant information with relevant stakeholders in a timely manner.

Manage the Unit to achieve the above-mentioned strategic objectives and ensure that there is a cadre of highly motivated staff with the appropriate competencies and skills.

- Establishes performance and development goals and manages the performance of staff including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback;
- Ensures that staff members have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Ensures the welfare and development needs of the staff in the Branch are clearly identified and addresses;
- Signs performance evaluation reports from staff supervised
- Delegates assignments to ensure maximum productivity in the Branch.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- Knowledge of the operations of government and ministerial portfolio responsibility
- Exposure to Records Management in government
- Knowledge in electronic records and record keeping systems
- Knowledge of Access to Information Legislation
- Training in computer information systems and at least 3 years experience working with computers.
- Excellent oral and written communication skills;

Minimum Required Qualification and Experience

- Undergraduate degree in Library or Archival studies or equivalent from an accredited tertiary institution.
- A minimum of five (5) years working experience as a Librarian or related professional field, three (3) years of which should be in a managerial position.

Special Conditions of The Job

- Normal working conditions expected of a Records/Archive environment.
- The flexibility of work hours, which may require extended hours.
- Critical deadlines for completion of projects.
- May be required to work on weekends and public holidays

7. Financial Analyst, Asset Recovery (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

To 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 Senior Director, 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 administer 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 and
 - 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 Senior Director, Asset Recovery.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented

Knowledge

- Skilled 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 capacity 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.

Minimum Required Qualification and Experience

- Undergraduate Degree in Business Administration, Business Economics, Finance, Accounting or a related field.
- Pursuing an internationally recognized accounting designation (CPA- CMA, ACMA)
- Minimum of 4 years' experience as a budget analyst
- Hands-on experience in the use of IT-based integrated Accounting and reporting applications

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

8. Asset Management Officer (GMG/SEG 1)

Job Purpose

The incumbent is responsible for conducting proper documentation and management of preventative maintenance activities of all assets under the FID Asset Recovery Branch's control.

Key Responsibilities

To improve Asset Management and Asset Recovery

- Provides Asset Management Services to buildings and facilities that are under the control of the ARB;

- Conducts site visits to ensure conformance to agreed standards and with action items approved at the appropriate level and executed within agreed timeframes;
- Monitors and reports on the achievement of scheduled maintenance and upgrading/replacement for Assets under management;
- Assists in the management of the process of collecting of rent in respect of restrained/forfeited properties;
- Maintains accurate records of the assets managed by the Asset Recovery Division of the FID (Acquisition dates, locations, maintenance history) with periodic physical inventories conducted;
- Maintains relationships with the utility companies, as necessary, to ensure that supplies of public utilities are sustained;
- Maintains effective relationships with vendors for building and grounds services;
- Assists in the development of tender documents and participates in evaluation of tender documents;
- Assists in the procurement of physical security, surveillance systems and other resources needed for assets under the ARB's control;
- Monitors the refurbishing and repairs of buildings and reinstatement projects for the Division island-wide to include:
 - Inspecting and validating work done to construct, renovate and maintain infrastructure;
 - Validates contractor completion reports.
- Participates in the process of:
 - Ensuring that budgets for Business as Usual and Strategic Initiatives provide adequate funding of the Division's operations.
 - Assisting in developing and institutionalising the process for identifying potential forfeiture and recovery opportunities.
 - Confirming physical location of all restrained/forfeited assets under FID management or supervision.
 - Maintaining system to capture the costs of holding and maintaining assets at the asset levels.
 - Performing compliance functions to maximise the value-add from resources used.
- Initiating follow-up queries in all instances of non-compliance with Restraint, Forfeiture, Recovery or Pecuniary Penalty orders;
- Adheres to the Enterprise Asset Management system in place to ensure a focus on planned rather than emergency maintenance of assets.

To provide Asset management Services to buildings and facilities that are under the control of the ARB.

- Provides critical input to development of the Department's policies relating to risk management for the Assets under ARB's control;
- Monitors and reports on the achievement of scheduled maintenance and upgrading/replacement Plant, Property and Equipment (PP&E);
- Ensures the Department's Asset Management System accurately reflects the Assets managed by this Branch;
- Maintains relationships with the utility companies as necessary to ensure that supplies of public utilities are sustained;
- Assists in championing energy conservation initiatives within the Department, to contain consumption and realize cost savings;
- Collaborates with the Procurement Section in the development of tender documents and participates in evaluating tender documents;
- Initiates, with respect to Restrained/forfeited/recovered properties, the refurbishing and repairs of buildings and reinstatement projects for the Department island-wide to include:
 - Recommending/initiating all repairs to infrastructure and facilities for the Department islandwide;
 - Inspecting and validating work done to construct, renovate and maintain infrastructure;
 - Reviewing and certifying repairs to Civil works, Electrical, Sewage and Plumbing systems and perimeter fencing at locations islandwide.
- Validates contractor completion reports.

To manage and maintain an asset management system where all asset related data is accurately kept prolonging the lifecycle of the Asset and mitigate liability due to poor asset management.

- Participates in organised/personal training of Asset management system, with emphasis on data quality;
- Participates in improving on a periodic basis the branch's operational plan, looking at the Assets scheduled for preventative maintenance and optimizes the plan;
- Complies with, and actively seeks to make suggestions to improve, framework (authorities/rules) in place to unify the Asset Management process;

- Executes the vendor bidding process and ensures that Service Level Agreements are maintained;
- Contributes to the management of the Asset Management Section's procurement needs and liaises with the Procurement section to ensure that goods from suppliers are promptly checked against purchase orders in the Department's accounting/inventory control system, goods received notes produced and items delivered to/ for Assets or taken into storage. All discrepancies are promptly advised to the Procurement team;
- Co-ordinates with the Accounts Payables and Cash flow management team in Finance to monitor the status of outstanding vendor invoices and prioritise as needed.

To support the development of a strong and capable organisation

- Participates in the development of the Section's budget, corporate and operational plans and monitors the achievement of the Section;
- Helps to establish performance and development goals for the Section and manage the performance of the Section and staff, including transferring skills, motivating staff, setting performance targets, monitoring performance and providing feedback;
- Recommends remedial action for all business controls risks identified.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented

Knowledge

- Highly computer literate and excellent knowledge of typical Microsoft Office products (Excel, Word, PowerPoint, Outlook).
- Knowledge in the use of database applications for managing assets.
- Possession of a valid driver's license, with ownership/full time access to a reliable motor vehicle, is a must.

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies, Business Administration or equivalent.
- Minimum of four 4 years' experience in an administrative/accounting function.
- Previous experience in a property/asset/inventory management environment would be an asset.

Special Conditions Associated with the Job:

- Subject to Polygraph tests and vetting (inc. background checks).
- Flexibility of work hours, which may require extended hours.
- Must possess and maintain good physical abilities to perform in functional areas.
- Adhere/Maintain Critical deadlines for completion of projects.
- May be required to work extended working hours, on weekends and public holidays.
- Ability to cope under pressured working conditions.
- May come in direct contact with defendants and owners/occupants of forfeited/restrained property (Medium to high-risk exposure).
- Extensive travel across Jamaica with occasional overnighting

9. Transport Officer (GMG/AM 3)

Job Purpose

Under the general direction of the Manager, Transport, Facilities and Office Services, the Transport Officer is responsible for administering an efficient and effective transportation services for the Department.

Key Responsibilities

To assist with the provision of an effective transportation services for the Department and to support staff in the effective and efficient discharge of their core functions

- Maintains the Department's motor vehicles by preparing the relevant requests and dispatching vehicles to approved garages for servicing;
- Assists with monitoring the use of the Advance Card System;
- Ensures that the petrol and lubricants statements from gas stations and bi-monthly gas bills are collected from the Drivers and submitted for payment;
- Maintains the records for the Motor Vehicle insurance, Certificate of Registration and Fitness and also Fleet Drivers' Licences;
- Ensures that Log books for motor vehicles are maintained on a daily basis;
- Monitors the control systems for fuel consumption and usage;
- Collates statistics relating to vehicle accidents;
- Manages the Fleet Management systems and processes;
- Visits accident sites, prepares reports and communicates with the relevant officer in accordance with existing regulations/policies and follows up on such report(s) investigations;
- Liaises with the National Works Agency (NWA) regarding pre and post inspection processes for the Department's fleet vehicles;
- Assists with the reconciliation of receipts with statement for motor vehicle repairs;
- Co-ordinates transportation for the delivery of all mail and other items leaving the Department and the pick-up and drop-off of scheduled staff from and to prescribed destinations;
- Maintains an inventory of motor vehicles and their operational costs;
- Ensures that an electronic system is developed and implemented for the vehicles to be serviced and maintained at optimal level;
- Provides information to submit requests to Board of Survey for the disposal of obsolete and redundant motor vehicles from the inventory;
- Monitors drivers' delivery and pickup schedules to ascertain compliance;
- Develops and maintains a roster and scheduling system to track availability of drivers;
- Keeps records/history of drivers and accidents;
- Prepares Minutes for payment of services rendered;
- Reconciles receipts with statements from relevant companies repairing vehicles and analyses fuel statements from gas stations;
- Implements and maintains pick-up and drop-off schedule of staff from and to prescribed places;
- Inputs and maintains all critical fleet master data;
- Assigns drivers to vehicles for deliveries.

To ensure that the fleet of vehicles are operational

- Maintains and operate a servicing schedule for all vehicles;
- Ensures that the statutory requirements for all vehicles are up to date;
- Supervises the in-house mechanic in minor repairs to vehicles;
- Conducts daily inspections of motor vehicles and produces a report.

To monitor and control the operational cost of the vehicles

- Ensures that all vehicles are parked on the compound according to regulations;
- Collates accident reports and prepares relevant documentation for issuance purposes;
- Reconciles receipts for fuel with statements;
- Assists with preparing documentation for the prompt payments to creditors and suppliers;
- Recommends procedures to reduce operational costs of vehicles.

To ensure that there is a cadre of highly motivated staff with the appropriate competencies and skills.

- Ensures that staff members have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Ensures the welfare and development needs of the staff are clearly identified and addressed;
- Signs performance evaluation reports from staff supervised;
- Provides supervision and guidance to staff through effective planning, communication, training, mentoring and coaching;
- Delegating assignments to ensure maximum productivity;
- Implements systems, schedules and tracking mechanisms to ensure the efficient use of resources;
- Maintains effective working relations with external and internal stakeholders and ensure that the Branch provides a consistently high level of service to them;

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented

Knowledge

- A sound appreciation of the Government's motor vehicle policies
- Knowledge of Transportation Fleet Management
- High level of ICT literacy and use of analytical reporting tools would be a significant asset
- Highly skilled in the use of the Microsoft Office suite

Minimum Required Qualification and Experience

- Diploma/ Associate of Science Degree in Management Studies, or equivalent professional qualification;
- Two (2) years working experience in an administrative/clerical role.

Special Conditions of The Job

- The flexibility of work hours, which may require extended hours.
- May be required to work on weekends and public holidays.

10. Office Services Assistant (GMG/AM 2)

Job Purpose

The incumbent is responsible for supporting the provision of a high-quality physical work environment supported by the provision of services that meet Department standards.

Key Responsibilities

Provide Office Services to Department and Units so support staff in the effective and efficient discharge of their core functions

- Requests acted on and work orders for the provision of workspaces for FID staff effectively managed (workstations, furniture, voice, data, applications) as a result of staff additions, relocations etc.;
- Oversees the daily maintenance of offices and other staff facilities and maintains effective communication with janitorial service providers on routine and emergency maintenance service issues;
- Books meeting rooms and associated services within the Department and ensures that customer expectations are met concerning arrangements for meetings/functions conducted by the Department;
- Issues items from inventory based on approved requisitions;
- Maintains inventory for stationery, printing, cleaning supplies, first aid and toiletries etc. Notifies when re-order points have been reached and prepares requisitions to replenish stocks and ensures that adequate supplies are available at FID facilities;
- Monitors the usage and maintenance copiers and scanners at the Department's facilities;
- Receives office supplies from suppliers, ensures that receipts comply with purchase orders, produces goods received notes for signature by delivery agents and arranges for the items to be delivered to an internal customer or taken into storage;
- Promptly notifies Supervisor and Procurement Section of any discrepancies between goods received and purchase orders;
- Takes the physical inventory services items held in inventory on a cycle count basis and enters the physical counts against the book stock;
- Performs performance self-assessment and arrives at a consensus with Manager on tasks and targets, development goals and overall performance;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Unit provides a consistently high level of service to them;
- Notifies supervisor of any loss, deficiency, damage or destruction of Government assets;

- Fills in as the relief receptionist;
- Updates records on a daily/weekly basis.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented

Knowledge

- Proficiency in the use of computer applications including Microsoft Office
- Specific knowledge using Microsoft Outlook for meeting planning would be a definite advantage
- Excellent oral and written communication skills;
- Some experience using an IT-based accounting and inventory management application would be an asset
- Excellent Customer Service

Minimum Required Qualification and Experience

- Certificate in Management Studies, Hotel Administration/Office Administration or a related field.
- A minimum of two (2) years of work experience in a related area.
- Some experience in event planning.
- Experience in office administration

Special Conditions Associated with the Job:

- The flexibility of work hours, which may require extended hours.
- Must possess and maintain good physical abilities to perform in functional areas.
- Critical deadlines for completion of projects.
- May be required to work on weekends and public holidays.

11. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the general direction of the Manager, Recruitment & Employee Services, the Records Officer 1 is responsible for maintaining an effective and efficient records management system, ensuring information and records are accessible in a timely, accurate, safe and cost-effective manner.

Key Responsibilities

To maintain the records and documents relating to the work of the Branch.

- Records all documents and correspondence received and dispatched daily;
- Implements and maintains an up-to-date records system;
- Prepares files with relevant information as requested by officers;
- Secures and maintains confidential files and ensures adherence to security procedures;
- Pulls files periodically, files and archives or destroys expired files, as instructed;
- Retrieves files upon receipt of a duly authorized request;
- Updates data entry and scanning of files;
- Stamps and records correspondences daily upon receipt;
- Dispatches incoming mails to the relevant personnel after recording and sorting;
- Ensures the proper recording of incoming and outgoing mails;
- Develops an electronic database system for records;

- Assists with preparation of files for the onboarding process;
- Obtains copies of amendments to Circulars, Gazettes and Acts from the Printing Office or other agencies as requested by the Manager, Recruitment and Employee Service;
- Maintains records of amendments to laws and procedures to facilitate the Recruitment & Employee Services Unit:
 - Recording and distributing same to the relevant persons;
 - Filing additional copy in sequence for future use.

To ensure that all requests for information/documents are delivered within the time and manner specified.

- Controls and monitors the movement of incoming and outgoing files;
- Records file name, date of receipt/issue and person/unit in receipt or requesting storage;
- Establishes time frames for the return of files;
- Maintains a first in first out basis when dealing with requests;
- Classifies and places correspondence in index files.

To ensure proper storage and retrieval of documents.

- Maintains a computerized index list and inventory of all files in accordance with established standards;
- Creates a database for all files in the Registry;
- Compiles a list of closed files, noting date of closure and content;
- Ensures files are properly stored and labelled.

To perform other administrative duties.

- Assists with the recruitment process, by contacting applicants and interview panellist;
- Sets up schedules for assessments and interviews;
- Prepares and dispatches interview package to panellists;
- Provides photocopying, shredding and other support services to staff;
- Performs any related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Flexibility & Adaptability
- Problem Solving & Critical Thinking
- Stewardship Responsibility & Accountability
- Communication
- Teamwork
- Emotional Intelligence
- Relationship Building & Networking
- Innovative Thinking
- Results-Oriented
- Change Leadership
- Strategic Thinking
- Team Leadership

Knowledge

- Knowledge of Records and Archives Act;
- Working knowledge of Government records and management procedures;
- Working knowledge of the Department's practices and procedures;
- Working knowledge of the relevant computer system and applications.

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

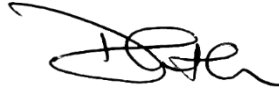
Applications accompanied by résumés should be submitted **no later than Thursday, January, 23rd, 2025 to:**

**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**