



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

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

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 195**

### **OSC Ref. C.6655**

**30<sup>th</sup> May, 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 the **vacant post of Deputy Commissioner (GMG/SEG 6) in the Independent Commission of Investigations (INDECOM) (Headquarters)**, salary range \$9,401,821 - \$12,644,404 per annum.

### **Job Purpose**

Under the general direction of the Commissioner, the incumbent has the responsibility for directing the Commission's investigative operations and participating in the development of departmental goals, objectives and policies.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Directs the activities of the Operations Division, which include planning, developing, co-ordinating, administering and evaluating programmes, projects, procedures, systems, and/or service offerings, ensuring compliance with relevant laws, regulations and standards;
- Assumes day-to-day oversight of operations, to ensure efficient and effective management of investigations; works with senior managers to ensure effective resource allocation and oversight of serious matters; manages issues as they arise; manages risks and deals with urgent, sensitive and complex issues;
- Identifies and monitors trends and systemic issues related to the conduct of Security Forces, and provides recommendations within the statutory authorities, to address systemic or repetitive misconduct;
- Collaborates with the Commissioner and Senior Director of Corporate Services, in the development of the Commission's Annual Strategic Plan, Operational Plan and Budget, in alignment with the Commission's Strategic Objectives;
- Provides leadership and guidance in the development, implementation and maintenance of a succession planning programme, to ensure continuity of skills and competencies within the Operations Division in the Commission.

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

- Sound knowledge of the INDECOM Act
- Demonstrated management and administrative skills
- Ability to set appropriate work standards and to hold people accountable for their performance
- Superior communication skills, both orally and in writing, to a variety of audiences, including local, national, regional and international agency officials
- Good interpersonal skills
- Experience in writing and/or reviewing policies and/or procedures
- Ability to work on own initiative and result oriented
- Shares the Commission's values, mission and vision
- Manages continuity, change and transition, and knows how to influence and enable others
- Ability to inspire confidence in others, motivate staff, command respect of others and to respect the dignity of others
- Proficiency in interpreting and implementing strategies to achieve an Organization's goals
- Sound character, confidentiality, credibility and integrity
- The ability to establish confidence and respect with both internal and external stakeholders, and be capable of exercising diligence, sound judgment and impartiality.
- Excellent planning, organizational and time management skills

**Minimum Required Qualification and Experience**

- Master's Degree in Criminal Justice, Management, Public Administration or related discipline, with fifteen (15) years' experience in shooting investigations or Police Professional Standards Investigations, eight (8) years of which should be at the managerial/supervisory level;

**OR**

- Undergraduate Degree in Law, Social Sciences, Forensic Science, Humanities or any other related discipline, with more than fifteen (15) years' working experience in shooting investigations or Police Professional Standards Investigations, ten (10) years of which should be at the senior management level;

**AND**

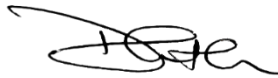
- Significant experience in leading investigative teams in major criminal investigations;
- Certification in investigative methods, from an accredited institution is an asset;
- Certification in Supervisory Management is an asset.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 12<sup>th</sup> June, 2025, to:**

[hrd@indecom.gov.jm](mailto:hrd@indecom.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**