



## Office of the Services Commissions

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### **CIRCULAR No. 166** **OSC Ref. C. 6665**

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

1. **Manager, Civil Recovery & Financial Forensic (FMG/PA 5)**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Senior Director, Financial Intelligence Analysis (GMG/SEG 5)**, salary range \$7,716,512- \$10,377,851 per annum.
3. **Senior Financial Forensic Analyst (FMG/PA 4)**, salary range \$6,333,301- \$8,517,586 per annum.
4. **Director, Document & Case Management (GMG/SEG 4)**, salary range \$6,333,301- \$8,517,586 per annum.
5. **Manager, Network Administration (MIS/IT 7)**, salary range \$6,333,301 - \$8,517,586 per annum.
6. **Financial Intelligence Analyst (FMG/PA 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
7. **Manager, Financial Crime Analysis (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
8. **Financial Forensic Analyst (FMG/PA 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
9. **Research Risk & Reporting Specialist (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
10. **Financial Investigations Support Officer (GMG/SEG 1)**, salary range \$3,501,526 - \$4,709,163 per annum.
11. **PC Technician (MIS/IT 4)**, salary range \$3,501,526 - \$4,709,163 per annum.

#### **1. Manager, Civil Recovery & Financial Forensic (FMG/PA 5)**

##### **Job Purpose**

The incumbent manages all activities regarding civil recovery and forfeiture investigations of cases accepted by FID and assigned to the post holder's Unit, and provides forensic support to the Financial Crimes Investigations Branch, external law enforcement agencies, Bank of Jamaica and Financial Services Commission, in investigations relating to money laundering, terrorism financing, cash seizure, embezzlement and other financial crimes, to include breaches of the financial sector laws.

##### **Key Responsibilities**

- Co-ordinates and ensures that investigative strategies are developed and executed in a timely manner, including the preparation of restraint orders to prevent the dissipation of assets;
- Reviews special forensic audits and reports into allegations of finance irregularities and corruption in MDAs;
- Identifies financial crimes typologies and trends, and communicates to the Principal Director for the development of policies, programme and legislative changes;
- Undertakes comprehensive reviews of prosecution, non-prosecution, civil litigation, interim investigation and/or other required reports, to ensure that special problems have been recognized and considered;

- Reviews and disseminates applications for judicial orders, forensic reports and statements to the Principal Director, Financial Crimes Investigation Branch;
- Reviews and approves affidavits, notices of application, orders and other court documents for various judicial orders (CIO, DO, PIO, AMO), pursuant to FIDA, POCA, TPA and UNSCRIA, in order to obtain documents to identify, trace and reconstruct financial transactions;
- Reviews and recommends to the Principal Director, Financial Crimes Investigation the decision made by the multi-disciplinary team in assessing requests for consent to administratively freeze bank accounts or grant permission for financial institutions to continue business relationship with the account holders;
- Liaises with foreign counterparts, the Office of the Director of Public Prosecution, in the identification of assets and the sharing of properties under the Sharing of Property Act;
- Supports the Principal Director, Financial Crimes Investigation Branch, in establishing and maintaining an effective collaboration and co-ordination with intelligence bureaus within Jamaica and overseas, in enhancing the quality of intelligence support with regards to asset recovery matters;
- Reviews and disseminates final output to the Principal Director of Investigation for ratification and dissemination to the Legal Services Branch;
- Reviews and approves recommendation from Financial Investigations Support Officers (FISOs) for the Tasking Co-ordination Group (TCG) to accept civil recovery of property and post-conviction asset forfeiture cases;
- Reviews and approves cases finalized by FISOs into financial crimes, to support cases undertaken by the Financial Crimes Investigation Branch and external law enforcement agencies;
- Collaborates and liaises with Revenues Authorities to ensure that tax briefs are provided on a timely basis to ensure joint investigations of tax related matters;
- Undertakes research or special project, as requested by the Principal Director, Financial Crimes Investigation Branch;
- Maintains and liaises with technocrats at Bank of Jamaica, Financial Services Commission to ensure co-ordinated approach to joint investigation regarding infractions perpetrated by licensees or violators of financial sector legislation;
- Oversees the joint investigations between the FID and the Supervisors of the regulated sector to identify compliance violations of the Proceeds of Crime Act (POCA), Terrorism Prevention Act (TPA), United Nations Security Council Resolutions Implementation Act (UNSCRIA) and attendant regulations;
- Analyzes financial documents and records and prepares affidavits, notice of application, fixed date claim forms and other related court documents, such as judicial orders (CIO, DO, AMO) pursuant to financial crimes, civil recovery and asset forfeiture investigations;
- Prepares affidavits, notice of application, orders and other court documents for various judicial orders (CIO, DO, PIO, AMO), pursuant to FIDA, POCA, TPA and UNSCRIA, in order to obtain documents to identify, trace and reconstruct financial transactions;
- Compiles forensic reports and witness statement of forensic analysis undertaken in furtherance of significant money laundering, corruption, fraud, terrorist financing and other financial crimes;
- Prepares Concealed Income Analysis, Net Worth Computation, Bank Deposit Method, Sources and Application of Funds and other models, in keeping with sound accounting principles, to support investigations being pursued under POCA, Corruption (Prevention) Act and Law Reform (Fraudulent Transactions)(Special Provisions) Act;
- Undertakes comprehensive asset forfeiture investigations to deprive the defendants of their ill-gotten gains on the successful conviction of all significant investigations;
- Ensures that all material and information obtained are maintained with the strictest of confidentiality to prevent tipping off and compromise/prejudice to the investigation;
- Institutionalizes the use of the Crime Analysis Team and the Surveillance Team, in order to ensure a complete and comprehensive investigation that positively impacts the quality and success of FID investigations;
- Makes the appropriate recommendation to the Principal Director, Financial Crimes Investigation Branch, where there are gaps in the ICT infrastructure of the Investigation's Division;
- Ensures that the Department's case management system is maintained via co-ordination with the Principal Director and Director, Document and Case Management;
- Ensures that original exhibits and other documents are sent to the Director, Document and Case Management Section for safe-keeping, pursuant to established SOPs;
- Supports requests of multilateral organizations such as Caribbean Financial Action Taskforce (CFATF), Egmont, International Monetary Fund (IMF), World Bank, Asset Recovery Inter-Agency Network for the Caribbean (ARIN-Carib) in the provision of information and statistics relating to Anti-Money Laundering/Counter Financing of Terrorism/Proliferation Financing (AML/CFT/PF/Asset Forfeiture) efforts in Jamaica;
- Supports Jamaica's effort in conducting the law enforcement components of the National Risk Assessment for money laundering and terrorism financing on a continual basis;

- Assists in managing relationships with other investigative Agencies outside of FID, namely Major Organized Crime and Anti-Corruption Agency (MOCA), Jamaica Constabulary Force (JCF), Tax Administration Jamaica (TAJ), Integrity Commission (IC), Revenue Protection Division (RPD), Jamaica Customs Agency (JCA), etc, so that support required to progress investigations is available, as and when required;
- Contributes to the creation of sound policy and procedure to foster effective and harmonious relationship with police officers in the Financial Crimes Investigation Branch of the Department;
- Participates in the development of effective MOU's with external partner agencies to foster co-ordination and collaboration and sharing of information;
- Performs any other duties.

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

- Excellent knowledge of the Proceeds of Crimes Act (POCA), Financial Investigations Division Act (FIDA), Terrorism Prevention Act (TPA), UNSCRIA and attendant regulations and other relevant legislations;
- Knowledge of Law Reform (Fraudulent Transactions) (Special Provisions) Act, Major Organized Crime and Anti-Corruption Agency Act and Integrity Commission Act;
- Working knowledge of Bank of Jamaica Act, Securities Act, Banking Services Act and other relevant financial sector legislation;
- Working knowledge of the Income Tax Act, Customs and Excise Act and other Revenue legislation;
- Sound knowledge of Generally Accepted Accounting Principles and Auditing Practices;
- Knowledge of court procedures and rules of evidence (is an asset);
- Skilled in established and evolving investigative processes;
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office;
- Excellent written and oral communication and presentation skills;
- Skill in the use of FID's Case Management Application and the associated reporting tools.

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

- Chartered Accountant or post-graduate qualification in Accounting or equivalent qualification;
- Professional certification as Certified Anti-Money Laundering Specialist (CAMS) or Certified Forensic Examiner (CFE) or Post Graduate Diploma in Revenue Administration is an asset;
- Sound experience in operation processes;
- Experience in dealing with matters of a confidential nature;
- A minimum of seven (7) years' experience in Law enforcement, a professional accounting firm, a revenue audit department or a related field, 5 years of which should be at the senior managerial level;
- Previous experience in working as a Team Leader;
- Experience of managing people, resources and activities to deliver strong outcomes.

#### **Special Conditions Associated with the Job**

- The incumbent will be exposed to disagreeable conditions (Sun, dust, rain);
- Extremely high risk exposure;
- Exposed to highly confidential information;
- Required to display a high level of integrity and professionalism;
- Required to work beyond normal working hours, when necessary, in order to meet deadlines;
- 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;
- May be required to work out of office and overseas;
- Extended period of concentration on exacting details;
- Exposed to unpredictable work demands related to developments beyond the control of and external to the Department;
- Exposed to stressful work-related conditions.

## **2. Senior Director, Financial Intelligence Analysis (GMG/SEG 5)**

### **Job Purpose**

The incumbent is responsible for managing the receipt and dissemination of high-quality intelligence analysis services that meet and exceed the expectations of customers, through the implementation and continuous improvement of best practice processes, procedures and strengthening of organisational capabilities.

### **Key Responsibilities**

- Supports Jamaica's effort in conducting the law enforcement components of the National Risk Assessment for money laundering and terrorism financing on a continual basis;
- Executes the annual plans for outreach consultation with reporting institutions, ensures the plan is resourced and monitors/manages the execution of the plan;
- Executes the annual plans for interactions with key stakeholders and regulators, ensures the plan is resourced and monitors/manages the execution of the plan;
- Maintains working knowledge of current legislation and policies at national, regional and international levels, in relation to anti-money laundering, terrorism financing and financial crimes;
- Implements process monitoring mechanisms to track the impacts of non-conformance to standards by critical service partners whose inputs impact time to complete information requests;
- Requests periodically that reviews be conducted to identify the root causes of deficiencies;
- Reviews and seeks to continuously improve the procedures employed by the Financial Intelligence team in the development of intelligence products;
- Leverages relationships with local, regional and international partner Agencies in support of achieving the FIB's objectives;
- Develops and executes effective MOU's with external partner agencies and key stakeholders;
- Facilitates the sharing of relevant information with relevant stakeholders in a timely manner;
- Manages the production of Case Disclosure Strategic Reports, Consent Reports and Guidance to Stakeholders by Branch staff;
- Ensures the processing/activity analyses to understand the resources required to provide each service offered by the Intelligence Analysis Branch;
- Institutionalises the use of data analytics tools and techniques to reduce the levels of manual effort with the Unit/Division and increase productivity and effectiveness;
- Establishes business rules and deploys within the Branch, Business Intelligence methodologies to identify transactions reported by external entities which are likely to produce the most impactful case disclosures;
- Ensures the use of data management and mail merge techniques to reduce non-value adding work associated with the production of Case Disclosures;
- Ensures there is a cadre a highly motivated Branch staff with the appropriate competencies and skills;
- Performs any other duties.

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

- Knowledge of electronic processing of large volume of data and information;
- Knowledge of Quality Management and/or Six Sigma principles, tools and techniques would be an asset;
- Knowledge of laws, regulations and professional standards associated with intelligence operations;
- Working knowledge of Data Protection, Official Secrets Act, Public Service Regulations, Staff Orders and legislation governing vetting standards and processes and security of information;
- Experience in dealing with delicate and confidential issues;
- Expert knowledge of POCA, TPA, UNSCRIA and related legislation;
- Knowledge of the compliance framework of financial institutions and financial products would be an asset;
- Full computer literacy and skill in the use of typical Microsoft Office products.

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

- Bachelors' Degree in Business or Public Administration, Management Science, Statistics, Operations Research or other related fields;
- Seven to ten (7-10) years' progressive experience in the areas of government, administration or law enforcement;
- A background in investigations would be a distinct advantage;

- Experience leading teams of professional/technical staff.

### **Special Conditions Associated with the Job**

- Critical deadlines for completion of projects;
- May be required to work extended working hours.

### **3. Senior Financial Forensic Analyst (FMG/PA 4)**

#### **Job Purpose**

The incumbent is to undertake investigations into moderate to complex civil recovery and asset forfeiture matters, as well as to provide forensic support to the Financial Crimes Investigation Branch and external law enforcement agencies, Bank of Jamaica and Financial Services Commission in investigations relating to money laundering, terrorism financing, cash seizure, embezzlement and other financial crimes, to include breaches of the financial sector laws.

#### **Key Responsibilities**

- Analyzes financial documents and records and prepares affidavits, notice of application, fixed date claim forms and other related court documents, such as judicial orders (CIO, DO, AMO) pursuant to civil recovery and asset forfeiture investigations;
- Prepares affidavits, notice of application, orders and other court documents for various judicial orders (CIO, DO, PIO, AMO), pursuant to FIDA, POCA, TPA and UNSCRIA, in order to obtain documents to identify, trace and reconstruct financial transactions pursuant to financial crimes investigations, including money laundering;
- Prepares affidavits for restraint order (RO) in an effort to secure and restrain assets derived from criminal proceeds or represents realizable property;
- Appears before a Parish Court Judge in Chambers to advocate for investigative orders;
- Testifies in the Parish Court and the Supreme Court in relation to Forensic Statements, Statement of Information and Civil Recovery Particular of Claims respectively;
- Co-ordinates with the Legal Services Branch, The Financial Crimes Investigation Branch, Clerks of Court and Office of the Director of Public Prosecutions (ODPP) to ensure that committal proceedings are initiated for accused found guilty of financial crimes offenses;
- Analyses documents and prepares Statement of Information aimed at identifying illicit benefits of defendants, post-conviction, in keeping with the assumptions under POCA, case laws and accounting standards;
- Prepares Supplemental Statement of Information to support forfeiture investigation and responds to any Defense Affidavit filed, in keeping with the Court's timetable;
- Prepares Concealed Income Analysis, Net Worth Computation, Bank Deposit Method, Sources and Application of Funds and other models, in keeping with sound accounting principles, to support investigations being pursued under POCA, Corruption (Prevention) Act and Law Reform (Fraudulent Transactions)(Special Provisions) Act;
- Compiles financial profiles, forensic reports and witness statement of forensic analysis undertaken in furtherance of complex money laundering, corruption, fraud, terrorist financing and other financial crimes;
- Prepares reports to support an application for mutual legal assistance, in keeping with the procedural guidelines, treaty and provisions of the Mutual Assistance (Criminal Matters) Act, to obtain evidence and undertakes enquiries from overseas jurisdictions;
- Undertakes enquiries in overseas jurisdiction pursuant to approved MLAT and other established mechanisms, in order to obtain evidential material and information surrounding assets, income, criminal records and convictions of targets of civil and asset forfeiture investigations;
- Drafts and files affidavits, appears before a Justice of the Peace or a Judge in Chambers, and obtains search warrants in furtherance of investigations of civil recovery, assets forfeiture and money laundering;
- Prepares operational order in keeping with the Information, Risk Assessment Intent, Method, Administration, Communication and Human Rights (IRIMARCH) model and execute search warrants on targets in pursuant of asset recovery investigations;
- Undertakes local enquiries to determine significant expenditure incurred by Defendants, co-ordinates the valuation of real properties subject to asset recovery and traces, and identifies Defendants' hidden assets;
- Liaises with law enforcement liaison officers, ODPP and courts to secure evidential material such as Number One Information sheets, certified copies of case files including overseas indictment, criminal complaints and judgments for use in court proceedings;
- Liaises with various external entities (to include Financial Institutions, TAJ, National Land Agency, etc.) and obtains statements and documents pursuant to the investigations;

- Participates in case meetings and reviews to ensure that case file is thorough and comprehensive for court purposes;
- Ensures that all documentation (including evidence not handed over to the authorities) related to forensic projects are routed to the Director, Document and Case Management via the Manager, Civil Recovery & Financial Forensics;
- Supports Manager, Civil Recovery & Financial Forensics in the analysis of financial documents and records, and prepares affidavits, notice of application, fixed date claim forms and other related court documents, pursuant to significant and highly complex civil recovery investigations;
- Collaborates with specialist staff including analysts, auditors, accountants, regulators and other key staff members, in order to obtain evidence and documents to determine acts of corruption, fraud and other irregularities in government Ministries, Departments and Agencies;
- Provides forensic analysis to the Bank of Jamaica and the Financial Services Commission, in identifying and investigating financial crimes perpetrated by licensees or violators of the Banking Services Act, Bank of Jamaica Act, Securities Act and other relevant financial sector legislation;
- Liaises with Supervisors of the regulated sector to identify compliance violations of the Proceeds of Crime Act (POCA), Terrorism Prevention Act (TPA), United Nations Security Council Resolutions Implementation Act (UNSCRIA) and attendant regulations, supports the gathering of evidential material from the licensees and provides financial forensic expert evidence in Court to successfully prosecute offenders;
- Liaises closely with the FID's stakeholder agencies including the Police and financial institutions, in assessing referred cases and investigating adopted cases;
- Conducts enquiries, interviews persons, searches premises and secures evidence;
- Assesses financial information with the expressed aim of reconstructing the history of a financial transaction or transactions in order to determine whether a financial crime has been committed;
- Analyses evidence and prepares recommendations to management;
- Advises and liaises regularly with FID's lawyers, as part of managing cases and presenting evidence, attending conferences, as necessary;
- Handles intelligence material from partner agencies within legal and operational restrictions and ensures that any intelligence identified from FID's investigations is properly recorded and disseminated;
- Maintains accurate records and files relating to investigations;
- Participates in multi-disciplinary team in assessing requests for consent and making recommendations to administratively freeze bank accounts or grant permission for financial institutions to continue business relationship with the account holders;
- Participates in joint meetings with Enforcement, Investigation and Intelligence Unit of Tax Administration Jamaica, Border Protection Unit in Jamaica Customs Agency and Revenue Protection Division, in developing investigative strategies in furtherance of tax and customs evasion investigations;
- Analyses financial records, financial disclosures, assets holdings, cross border declaration of funds reports and other evidence of expenditure or investment to determine tax cheats;
- Prepares tax briefs for referral to the TAJ, Jamaica Customs Agency and Revenue Protection Division for the conduct of tax evasion/cheating the revenue investigations;
- Participates in the development of detailed investigative scope, objectives, staff assignments and time/cost budgets;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring the Branch provides a consistently high level of service to them;
- Ensures that the appropriate analytical software, such as Altia, is utilized in the processing of financial documents, creating associations, linkages and generating evidential reports to efficiently and effectively conclude investigations;
- Recommends ICT capacity development and other relevant training for direct reports;
- Institutionalizes the use of the Crime Analysis Team, in order to ensure a complete and comprehensive investigation, in order to positively impact the quality and success of FID investigations;
- Makes the appropriate recommendation where there are gaps in the ICT infrastructure of the Financial Crimes Investigations Branch;
- Facilitates the maintenance of the Department's case management system;
- Prepares and presents Case updates in agreed formats, using enterprise data available in the FID Case Management application;
- Performs any other duties.

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

- Skilled in established and evolving investigative processes;
- Sound knowledge of generally accepted accounting principles and auditing standards;
- Efficient analytical thinking, decision making and problem solving skills;

- Excellent written and oral communication and presentation skills;
- Knowledge of the Proceeds of Crimes Act, Financial Investigations Division Act, Terrorism Prevention Act, UNSCRIA and attendant regulations and other relevant legislations;
- Basic knowledge of Law Reform (Fraudulent Transactions) (Special Provisions) Act, Major Organized Crime and Anti-Corruption Agency Act and Integrity Commission Act;
- Working knowledge of Bank of Jamaica Act, Securities Act, Banking Services Act and other relevant financial sector legislation;
- Working knowledge of the Income Tax Act, Customs and Excise Act and other Revenue legislation;
- Knowledge of court procedures and rules of evidence (is an asset);
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office;
- Skilled in the use of FID's Case Management Application and the associated reporting tools.

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

- A BSc in Accounting, Banking and Finance, ACCA Level 2, or equivalent qualification;
- Minimum five (5) years in auditing, banking and/or investigations;
- Professional certification as Certified Anti-Money Laundering Specialist (CAMS) or Certified Forensic Examiner (CFE) or Post Graduate Diploma in Revenue Administration, is an asset;
- Experience in dealing with matters of a confidential nature.

#### **Special Conditions Associated with the Job:**

- This is a front-line position and incumbents will be exposed to harmful situations and personal security threats;
- Exposed to highly confidential information;
- Required to display a high level of integrity and professionalism;
- Required to work beyond normal working hours, when necessary, in order to meet deadlines;
- May be required to work on weekends and public holidays;
- May be required to work out of office and overseas;
- Extended period of concentration on exacting details;
- Exposed to unpredictable work demands related to developments beyond the control of and external to the Department;
- Exposed to stressful work-related conditions;

### **4. Director, Document & Case Management (GMG/SEG 4)**

#### **Job Purpose**

The incumbent has oversight responsibility for the design and development of strategies, policies and plans relative to the collection, storage, retrieval and security of information pertaining to all investigations, and ensures that the established Case Management processes are followed and monitored; manages FID's repository for all case-related data and provides the capability to convert data into information from which patterns and insights can be drawn and which can be used to monitor and manage performance with respect to the critical investigation and prosecutorial processes. The incumbent also provides critical services in the area of Prosecution Liaison and exhibit management.

#### **Key Responsibilities**

- Ensures that there is clarity as to who has the authority to do what, and when, and conducts reviews and employs sampling methods to identify non-conformance by staff;
- Ensures the development, implementation and institutionalization of policies and procedures that govern the execution of the key activities managed by the Branch;
- Ensures that the FID's Enterprise application (the Case Management System) is available to users whenever and wherever required;
- Oversees the development and implementation of an effective case registry/store to safeguard case files, exhibits and other material, and which facilitates the efficient retrieval of material for court or other required purposes;
- Provides training and user support services to all FID staff who are required to use the Case Management application in the execution of job-related tasks;
- Manages the "quality" of the data in the case management application, to ensure that useful information can be obtained by information consumers;
- Provides ad hoc data analytical services to support the needs of investigation teams, and ensuring that quality crime analysis reports are generated, as required;

- Captures the organization's requirements for standard reports based on case-related information and creates a portfolio of reports that are available to the right users at the right time and in the right format;
- Collaborates with the Corporate Services Branch in producing corporate, Branch and Unit Scorecards, which include case related Performance Measures;
- Co-ordinates timely meetings with Direct Reports to ensure that there is an alignment of focus and early warning of emerging issues and identification of the need for improvements in the processes used by the Department;
- Promotes a goal-oriented performance culture that depicts high moral, integrity and ethical behaviour;
- Institutes continuous processes to detect whether there are staff of the Branch who have competency and/or skills gaps that must be addressed;
- Ensures a continuous vetting process for all Branch staff and that there is close alignment with the Values and Culture of FID;
- Ensures that Staff with "People Development" responsibilities, comply with all related goal setting, performance management and staff development programmes, and are aware that succession planning processes of FID is non-negotiable;
- Assesses the performance of the Managers and any administrative staff who report directly to this position;
- Reviews the draft performance and development assessments of staff with reporting relationships one level removed, prior to any performance-related discussions with those staff;
- Works with the Director, Human Resource Management & Development to ensure the availability of the training and development "interventions" needed to fill identified training and development gaps;
- Develops and maintains data/information sharing protocols with similar Agencies;
- Ensures that approved partner agency staff are provided with appropriate managed access rights to the FID Case Management System;
- Manages and guides the operational activities between the Department, prosecutorial authorities and the various courts island-wide, in an effort to realize an efficient, effective and productive working relationship, to enhance criminal and civil prosecutions/litigations and the wider criminal justice system;
- Oversees the Exhibit Management process, policy and function, with a view to ensuring that the professional standards, transparency and integrity are persevered at all times;
- Performs any other duties.

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

- Significant knowledge of ICT and its role in the enabling of business processes;
- Fact-based orientation and understand the value of data and how it can be used to provide insights;
- Significant understanding of how to manage change within organizations;
- Knowledge of the function of the Judiciary, and the legislation governing the operations of FID;
- Knowledge of the official Secrets Act, Staff Orders and Public Service Acts;
- Full computer literacy and skill in the use of typical Microsoft Office products.

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

- Undergraduate Degree in Social Sciences, Criminal Justice, Information Technology or equivalent qualification.
- Seven (7) years progressive experience in an investigative field.
- Sound investigative background;
- High level of integrity;
- Experience in dealing with delicate and confidential issues.

#### **Special Conditions Associated with the Job:**

- There are significant personal security risks associated with performing this role;
- Depending on the nature of the case the incumbent may be placed in a hazardous situation;
- Critical deadlines for completion of projects;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.



## **5. Manager, Network Administration (MIS/IT 7)**

### **Job Purpose**

The incumbent is responsible for providing and maintaining a secure, reliable and efficient computer network environment for the Department.

### **Key Responsibilities**

- Collaborates with the Human Resource Management & Development Section and team members to ensure that for staff additions or moves, resources are provisioned in a timely manner with the proper network connectivity;
- Monitors the resolution of escalated connectivity issues reported to the ICT Service Desk;
- Reviews procedures for network configuration and operation;
- Ensures the maintenance of network architecture;
- Conducts ICT capacity monitoring and management, in conjunction with the FID's ICT development plan;
- Supervises installation/reinstallation of network upgrades and patches;
- Collaborates with ICT Team regarding the diagnosis and resolution of system-wide issues;
- Ensures that network logs are reviewed;
- Monitors the creation, verification and testing of network device backups;
- Tests disaster recovery plans periodically;
- Monitors network and respond immediately to security or usability concerns;
- Monitors network security and obtains approval to upgrade the security of the network(s) continuously;
- Supervises the installation and configuration of voice, data, video, equipment, cabling, etc.;
- Supports intrusion detection analysis, in collaboration with the Cyber Security team;
- Recommends overall strategy and improvements to telecoms architecture;
- Monitors and manages the installation, configuration and upgrades of the LAN/WAN network to accommodate the growing use of bandwidth and information processing needs of the Department;
- Collaborates on the implementation and integration of state-of-the-art hardware technology into existing and proposed network configurations;
- Maintains effective working relationships with external vendors and service providers to support consistently high levels of service to customers of ICT;
- Sets SMART objectives and standards for reports which are aligned with goals and priorities of the ICT Branch;
- Researches new developments in network operations and obtains approval for initiatives to avoid the risks that come with obsolescence;
- Supports the research of the latest information security trends and methodologies, and seeks opportunities to apply best practices;
- Monitors the organization's networks for security breaches, and investigates violations when they occur;
- Performs any other duties.

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

- Knowledge of Information Security Management;
- Experience working with a variety of network protocols, software and hardware that are used in LAN and WAN operations;
- Excellent written and oral communication and presentation skills;
- Excellent knowledge of hardware and network installation, computer networks and network administration;

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

- Undergraduate Degree in Computer Science or equivalent;
- Minimum seven (7) years progressive experience in the areas of Network design and implementation, Network Operations Management and Security, Identity and Access Internet Protocols, Server and Network infrastructure management;
- Extensive experience with server virtualization such as VM Ware and Hyper-V;
- Advanced knowledge of network vulnerabilities and security issues;
- Experience in leading teams of knowledge workers.
- Networking Certification would be an asset;
- ITIL Service Management certification would be an asset;

**Special Conditions Associated with the Job:**

- Occasionally working extended hours

**6. Financial Intelligence Analyst (FMG/PA 3)****Job Purpose**

The incumbent will conduct Intelligence analysis on reports submitted to FID or request for analysis by local, international agencies and regulatory bodies.

**Key Responsibilities**

- Applies and continuously seeks to improve the procedures employed by the Financial Intelligence team in the development of intelligence products;
- Prepares Case Disclosures identified by the review of submitted reports and/or assigned by the Senior Intelligence Analyst;
- Employs data management and mail merge techniques to reduce the levels of manual effort within the Division and increase productivity and effectiveness associated with the production of Case Disclosures;
- Reviews the goAML and other available databases in order to generate request for information responses (Due Dilligence);
- Reviews Data for inconsistencies and adjusts as necessary to ensure adequacy/accuracy of information provided;
- Participates in outreach consultation with reporting institutions and aids in the development of presentations, according to established standards.

**Required Knowledge, Skills and Competencies**

- Skilled in established investigative and analytical processes
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office
- Excellent written and oral communication and presentation skills
- Skilled in the use of Case Management Application and the associated reporting tools

**Minimum Required Qualification and Experience**

- Bachelors Degree in any of the following areas: Business Administration, Management Studies (General), Financial Management, Business Economics & Social Statistics (BESS)
- Minimum three (3) years related experience
- Sound experience in investigative and analytical processes
- Experience in dealing with matters of a confidential nature

**Special Conditions Associated with the Job**

- There are significant personal security risks associated with performing this role
- Depending on the nature of the case, the incumbent may be placed in a hazardous situation
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

**7. Manager, Financial Crime Analysis (GMG/SEG 3)****Job Purpose**

The incumbent has responsibility for the day-to-day administrative management and supervision of the Crime Analysis team, manages all analytical requirements assigned to the team and, in consultation with the Director, Document & Case Management Branch, assigns FID-accepted cases to team members. The incumbent is also responsible for monitoring quality assurance of analysis, as well as crime analysis product reports submitted to the Principal Director, Financial Crimes Investigation.

### **Key Responsibilities**

- Implements analysis policies and strategies in contributing to the realization of the Department's strategic priorities;
- Participates in the development of analytical strategies to counteract complex and sophisticated criminal enterprises engaged in money laundering and other financial crime activities;
- Ensures that the licenses of the FID's Crime Analysis toolset are up to date and that there is an adequate number to meet the needs to the unit;
- Keeps abreast of emerging "big data" analysis tools and methodologies, and seeks opportunities to apply best practices;
- Ensures the efficient assignment and monitoring of cases for analytical support to the team of crime analysis for timely completion to meet court hearings;
- Provides guidance and mentorship to Crime Analysis team in their work.
- Provides advice to FID investigation leads in the use of analytical products in ongoing investigations;
- Serves as the in-house Application Specialist for the suite of Crime Analysis products used by the FID, and provides crime analysis support to major complex financial crimes investigations as required;
- Seeks to continuously improve the methodologies used in developing crime analysis "products" and cross-pollinate to other members of the Crime Analysis Unit;
- Collaborates with the Director, Document and Case Management Section in developing Quality Standards for crime case analysis, to provide metrics for conducting proficient, high-quality crime analysis products;
- Establishes, for the team, clear and consistent qualitative standards focusing on strengthening team analytical tradecraft knowledge and capabilities;
- Identifies and facilitates crime analysis training opportunities, with a view to strengthening team analytical tradecraft knowledge and capabilities;
- Ensures that there is an appropriate level of highly motivated Human Resources with the required levels of capacity;
- Performs any other duties.

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

- Must have significant knowledge of ICT and its role in the enabling of business processes
- Must have a fact-based orientation and understand the value of data and how it can be used to provide insights
- Experience in dealing with delicate and confidential issues
- Knowledge of the function of the Judiciary, and the legislation governing the operations of FID.
- Knowledge of the Official Secrets Act, Staff Orders and Public Service Regulations
- Skilled in the use of database and data integration and data analytics tool, as well as mapping and desktop publishing skills
- Excellent oral and written communication and presentation skills.

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

- Undergraduate Degree in Mathematics, Statistics, Information Technology or equivalent qualification;
- Five (5) years progressive experience in an investigative field;
- Previous experience in database management, ETL processes and data analytics;
- Sound investigative background;
- Training and hands-on experience in Crime Analysis and the use of a practice Crime Analysis application.

### **Special Conditions Associated with the Job**

- There are moderate personal security risks associated with performing this role;
- Depending on the nature of the case the incumbent may be placed in a hazardous situation;
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

## **8. Financial Forensic Analyst (FMG/PA 3)**

### **Job Purpose**

To conduct forfeiture investigations and provide assistance to Senior Financial Forensic Analyst in the investigations of civil recovery investigations and forensic accounting services. The incumbent also provides forensic support to the Financial Crimes Investigation Branch, external law enforcement agencies and competent authorities in the investigations of small to medium size money laundering, fraud, corruption and other financial crimes, to include embezzlement, insider trading and other breaches of the financial sector laws and regulations.

### **Key Responsibilities**

- Analyses financial information and prepares forensic reports, financial profiles and statements for the Financial Crimes Investigation Branch and to external partners, in an accurate and efficient manner;
- Traces and identifies assets and prepares affidavits and orders to ensure that assets are restrained pursuant to asset forfeiture investigations;
- Prepares affidavits, notices of application, orders and other court documents for various judicial orders, pursuant to Financial Investigations Division Act (FIDA), Proceeds of Crime Act (POCA), Terrorism Prevention Act (TPA), United Nations Security Council Resolutions Implementation Act (UNSCRIA) in order to obtain documents to identify, trace and reconstruct financial transactions;
- Appears before Judge in Chambers in order to obtain judicial orders;
- Participates in searches (as the financial expert) with police, customs and revenue officers to obtain documents to serve as evidence of criminal activity related to financial crimes;
- Undertakes money laundering or asset forfeiture investigation with overseas law enforcement agencies, in keeping with the Mutual Assistance (Criminal Matters) Act;
- Analyses financial records, financial disclosures, assets holdings, cross border declaration of funds reports and other evidence of expenditure or investment to determine tax cheats for referral to the Tax Fraud Investigation Unit, for the conduct of tax evasion/cheating the revenue investigations;
- Provides forensic accounting expertise and appears as a witness in the Parish Court and Supreme Court, pursuant to forensic statement and Statement of Information filed relating to money laundering and asset forfeiture proceedings respectively;
- Prepares Concealed Income Analysis, Net Worth Computation, Bank Deposit Method, Sources and Application of Funds and other models, in keeping with sound accounting principles, to support investigations being pursued under POCA, Corruption (Prevention) Act and Law Reform (Fraudulent Transactions) (Special Provisions) Act;
- Supports senior forensic staff member in the analysis of financial documents and records and prepares affidavits, notice of application, fixed date claim forms and other related court documents, pursuant to civil recovery investigations;
- Participates in case meetings and reviews to ensure that case file is thorough and comprehensive for court purposes;
- Ensures that the appropriate analytical softwares, such as Altia, is utilized in the processing of financial documents, creating associations, linkages and generating evidential reports to efficiently and effectively conclude investigations;
- Supports and facilitates teamwork in order to achieve the Branch's objectives and targets;
- Follows the Department's SOPs in the preparation of case files and reports for Court;
- Performs all other duties and functions as may be required from time to time.

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

- Skilled in established and evolving investigative processes.
- Sound knowledge of generally accepted accounting principles and auditing standards.
- Excellent analytical thinking, decision making and problem solving skills.
- Excellent written and oral communication and presentation skills.
- Knowledge of the Proceeds of Crimes Act, Financial Investigations Division Act, Terrorism Prevention Act, UNSCRIA and attendant regulations and other relevant legislations.
- Working knowledge of court procedures and rules of evidence (is an asset)
- Working knowledge of the Income Tax Act, Customs and Excise Act and other Revenue legislation
- Skilled in the use of typical office productivity software applications e.g. Microsoft Office
- Flexibility & Adaptability
- Stewardship Responsibility & Accountability
- Ability to quickly grasp difficult concepts and effectively communicate and apply challenging concepts.

- Emotional Intelligence
- Innovative Thinking
- Results-Oriented and demonstrates concern for surpassing a standard of excellence.

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

- BSc in Accounting, Banking and Finance, ACCA Level 2, or equivalent qualification
- At least three (3) years auditing and/or related investigative experience.

#### **Special Conditions Associated with the Job:**

- Incumbents will be exposed to stressful work-related conditions, highly confidential and sensitive information.
- Extended work hours to meet deadlines and may be required to work on weekends, and public holidays.
- Required to travel frequently within the corporate area, and in some instances, rural Jamaica or where appropriate overseas.
- Required to display a high level of integrity and professionalism.

### **9. Research Risk & Reporting Specialist (GMG/SEG 2)**

#### **Job Purpose**

The incumbent will provide high quality technical assistance to the Office of the Principal Director through the provision of research for the formulation of policy/SOP; data analytic for the reporting obligations for Department and acting as the Secretariat of and renders operational support for activities relating to Law Enforcement Modules of the National Risk Assessment.

#### **Key Responsibilities**

- Creates and manages metadata layer for the data repository;
- Uses FID's reporting and analyses tool to visualize the performance indicators and reports required by consumers;
- Produces input required for Corporate and Operational dashboards and scorecards, in line with agreed timelines;
- Researches, documents, designs and implements appropriate databases aligned to the risk management tool utilized by the Department for the conduct of the NRA;
- Designs, reviews and updates electronic data capture forms for approval by the Principal Director, for the recording of statistical and other information required from external private and public sectors entities, to assess the variables of the NRA Modules;
- Establishes and maintains an effective network with relevant entities that are required to provide statistics and other information for the NRA, such as law enforcement agencies, Financial Institutions, Regulators, NGOs, Government Entities, Court's Administration and other relevant entities;
- Streamlines the reporting/collection of statistics and other financial information on a monthly, quarterly or annual basis to improve the efficiency and timeliness of the completion of the NRA;
- Collaborates with the Technical Advisor in identifying and researching best practices and standards regarding the law enforcement component of the National Risk Assessment;
- Assists the team leads of the NRA in preparing the write-ups for the relevant Variables, and drafting the Assessment for the Terrorism Financing, ML Risks and ML Vulnerabilities Modules;
- Participates, as required, on external working groups established to undertake the assessment of other Modules and Elements of the National Risk Assessment, and collaborates with the Prime Contact Secretariat in the provision of information maintained at the Department;
- Serves as the secretariat for the Department's Steering Committee and Working Group established to conduct the law enforcement components of the NRA;
- Interrogates structured and unstructured case-related data and provides ad hoc data analytical support to FID Leadership, as well as Profiling Section, Legal Services Branch, and Asset Recovery Branch;
- Undertakes research on behalf of the leadership of the Financial Crimes Investigations Branch into new and emerging ML/TF/PF trends, based on information in the Case Document system, and generally makes recommendations for the improvement of policy and procedure in the Branch;
- Undertakes research, updates and drafts SOPs to streamline and entrench the activities of the Branch, to include cross-functional activities with other Branches of the Organisation;

- Monitors performance targets of the Sections of the Branch on a monthly, quarterly and annual basis and prepares variance analysis to aid the leadership of the Branch in improving output and productivity;
- Assists in the production of statistical reports for the Branch on a monthly, quarterly and annual basis;
- Assists the Principal Director by undertaking the gathering and compilation of statistical and other information, drafting technical papers and completing surveys, questionnaires and other typology documents to meet the Department's reporting obligations to the Ministry, BOJ, FATF, CFAAT, ARIN-Carib, IMF, Embassies and other external bodies;
- Reviews, summarizes and inputs information on cases completed by the Civil Recovery and Financial Forensic Section into the Case Tracking System of the Department;
- Undertakes other technical and analytical assignments as directly;
- Performs any other duties.

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

- Significant knowledge of ICT and its role in the enabling of business processes;
- Knowledge of risk management principals and methodology;
- Knowledge of the Official Secrets Act, Staff Orders and Public Service Acts;
- Full computer literacy and skill in the use of typical Microsoft Office products;

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

- Undergraduate Degree in Business Administration, Risk Management, Banking and Finance, Statistics or Computer Science or equivalent qualification;
- Three (3) years progressive experience in Business Intelligence, Database Management, risk assessment or a related field;
- High integrity;
- Experience in dealing with delicate and confidential data;
- Experience in training and providing support to users of ICT applications.
- An investigation or Auditing background would be an asset;

## **10. Financial Investigations Support Officer (GMG/SEG 1)**

### **Job Purpose**

The incumbent will provide financial investigations support services to the Financial Crimes Investigation Branch in regards to small financial crimes cases and to undertake activities in relation to joint investigations. The post holder also provides administrative support services to the Branch.

### **Key Responsibilities**

- Ensures that preliminary investigations and assessments are conducted on post-conviction and potential money laundering cases referred to the Department;
- Prepares financial profiles on criminal cases referred to the Department;
- Undertakes assessment of financial documents aimed at determining the realizable assets of defendants, and makes recommendations to the Surveillance Unit to undertake an assessment of the lifestyle of defendants in potential post-conviction cases;
- Provides technical support to financial forensics in relation to financial crimes, asset forfeiture and civil recovery investigations;
- Undertakes the sorting, scanning and labelling of documents using the Department's analytical software, on behalf of the Criminal Investigations and Civil Recovery and Financial Forensics Sections;
- Assists the police in drafting affidavits for application for Production and Inspection Order to support the gathering of evidence for small joint financial crime investigations;
- Analyzes and prepares forensic reports and statements for the Financial Crimes Investigation Branch and external agencies into small financial crimes investigations;
- Conducts due diligence and reports findings to the Asset Recovery Branch to ensure that persons purchasing assets from the Department is fit and proper;
- Prepares financial profiles, as requested by the Financial Crimes Investigations Sections, for investigations already accepted by the Department;
- Assists members of the Investigations Branches in collating case files for submission to the Legal Branch, ODPP and Courts;

- Assists with the serving of Court Orders (Customer Information Orders, Restraint Orders, Disclosure Order, etc.) on financial institutions and other entities and prepares affidavits of service where necessary;
- Conducts asset tracing, identification and income verification, for requests made by member countries of the Asset Recovery Interagency Network of the Caribbean (ARIN-Carib);
- Provides administrative support to the Manager, Civil Recovery and Financial Forensics;
- Prepares Monthly Report and Statistics;
- Performs any other duties.

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

- Skilled in the use of typical office productivity software applications e.g. Microsoft Office;
- Excellent written and oral communication and presentation skills;
- Knowledge of Court Procedures;
- Working knowledge of anti-money laundering standards and practices;
- Understanding of investigations techniques.
- Flexibility & adaptability;
- Problem solving & critical thinking;
- Stewardship Responsibility & accountability;
- Emotional Intelligence;
- Relationship building & networking;
- Results-oriented.

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

- B.Sc. in Business Administration, Management Studies, Accounting, Banking or Finance or equivalent qualifications.
- Two (2) years related working experience.

#### **Special Conditions Associated with the Job:**

- The incumbent will be exposed to harmful situations and personal security threats;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

### **11. PC Technician (MIS/IT 4)**

#### **Job Purpose**

The incumbent is responsible for installing, supporting and maintaining personal computing equipment and peripherals including the installation and maintenance of related software applications.

#### **Key Responsibilities**

- Ensures that an accurate inventory of ICT related assets is maintained as a critical master data for an effective user support service;
- Ensures that for staff additions or moves, staff work stations are provisioned in a timely manner with the correct applications set and access rights based on the role of the staff member;
- Ensures that there are adequate number of “seats” for each application in the FID portfolio and that the “seats” are efficiently deployed;
- Ensures that issues and/or concerns of Branches/Sections are managed and/or escalated to the appropriate level within ICT Branch.
- Assists client day-to-day functionality and efficiency;
- Provides technical IT support for desktops, printers, peripherals, telephone systems and mobile devices;
- Installing, configuring and maintaining desktop equipment and applications;
- Identifies, manages and resolves issues in a timely manner;
- Responds to customer requests effectively and communicates with them to address issues;
- Consults user guides, technical manuals and other documents to research and implement solutions;
- Provides advice and training to users in response to identified difficulties;
- Provides business systems, network and Internet support to users in response to identified difficulties;

- Repairs or replaces defective hardware;
- Referrals of system-wide issues to other members of the ICT Team;
- Provisioning of user devices with the appropriate package of resources, as defined by policy;
- Supports the effective operation of the issue management systems for the achievement of agreed service levels;
- Ensures that an accurate inventory of ICT related assets is maintained as critical master data for an effective user support service;
- Captures formal feedback from the ICT user community as to the quality of ICT services provided and continuously improves service levels.

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

- Knowledge of ITIL Service Management best practices;
- Excellent written and oral communication and presentation skills;
- Excellent knowledge of hardware and software installation;
- Working knowledge of computer networks, network administration and network installation;
- Excellent knowledge of computer troubleshooting;
- Excellent knowledge of computer viruses and security;

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

- Undergraduate or Associate Degree in Computer Science, Computer Engineering, Electrical Engineering or a related field;
- Microsoft Certification would be an asset;
- A+, Network+, Security+ would be an asset;
- ITIL ICT Service Management certification would be an asset.

#### **Special Conditions Associated with the Job:**

- Occasionally working extended hours.

Applications accompanied by résumés should be submitted **no later than May 22<sup>nd</sup>, 2025 to:**

**Senior Director, Corporate Services  
Financial Investigations Division  
1 Shalimar Avenue  
Kingston 3**

Email: [careers@fid.gov.jm](mailto: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**