



Office of the Services Commissions

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CIRCULAR No. 337 **OSC Ref. C.6655**

12th November, 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 following **vacant** posts in the **Independent Commission of Investigations (INDECOM) (Headquarters)**:

1. **Investigator (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Data Protection Officer (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
3. **Attendant/Messenger (LMO/TS 1)**, salary range \$969,644 - \$1,304,056 per annum.

1. **Investigator (GMG/SEG 2)**

Job Purpose

Under the general direction of the Senior Investigator, the Investigator is required to carry out detailed and comprehensive investigations into complaints against the security forces and other agents of the State. The incumbent is also responsible for reporting on the status or outcome of the investigation in keeping with the Act and policies of the Commission. He/she is responsible for responding and evaluating crime scenes, to include observing, documenting and ensuring the collection, securing, preserving and maintaining of chain of custody for all physical evidence.

Key Responsibilities

- Identifies breaches of law or policies, through the conduct of investigations, and makes appropriate recommendations;
- Provides updates and periodic progress reports to the Chief Investigator and/or Senior Investigator, on all investigations within his/her purview;
- Attends and performs all functions related to incident scenes, Post Mortem Examinations and Court;
- Determines, in consultation with the Chief and/or Senior Investigator, the scope and complexity of investigations to be carried out;
- Inspect relevant Public Bodies or Security Force, to include records, weapons and buildings which are relevant to the cases being investigated, and extracts records and evidence, as deemed necessary;
- Interviews and records statements from complainants, suspects and persons who may be of assistance in the conduct of an investigation;
- Prepares detailed, periodic progress reports of investigations, for submission to the Commission, incorporating comments, findings, conclusions and possible alternative courses of action, resulting from investigations;
- Conducts research into relevant laws, policies and other professional or international standards, to aid in the conduct and determination of investigations.

Required Knowledge, Skills, and Competencies

- Sound knowledge of investigative policies and evidence-gathering techniques
- Sound knowledge of the functions, powers and jurisdictions of the security forces and agents of the state
- Working knowledge of Jamaican law, constitutional rights, international human rights and rules of criminal procedure and evidence
- Comprehensive knowledge of relevant computer systems and software available to assist in conducting criminal investigations, information gathering and case development activities
- Superior communication skills, both orally and in writing, to a variety of audiences, including local, national, regional and international Agency officials
- Demonstrated skills in evidence-gathering methodologies

- Reasoning Power - ability to make risk assessment of situations, anticipate and solve problems and take advantage of opportunities
- Ability to evaluate information and demonstrate sound judgment in decision-making

Minimum Required Qualification and Experience

- Undergraduate Degree in Law, Social Sciences, Forensic Science, Humanities or any other related discipline;
- Three (3) years working experience in the Courts or Criminal Justice System or other investigative experience;
- Certification in investigative methods, from an accredited Institution or Police Force is an asset.

2. Data Protection Officer (GMG/SEG 2)

Job Purpose

The incumbent will ensure the processing of personal data for the Commission's data subjects, in compliance with the Data Protection Act 2020.

Key Responsibilities

- Leads the implementation of essential elements of the Data Protection Act, rights of data subjects, security of data processing and communication of data breaches;
- Evaluates the existing data management framework to identify areas of non-compliance and makes recommendations to rectify any issues;
- Submits an annual data protection impact assessment to the Information Commissioner, in relation to all personal data that are within the custody or control of the Commission and any affiliated entities that process personal data on behalf of the Commission;
- Devises, in conjunction with the Training Unit, Training Plans and delivering privacy training with staff members involved in data handling across all Divisions/Units, promoting a culture of compliance and raising employee awareness;
- Drives the development of an internal Data Protection Policy and Procedures and makes updates, as necessary, in consultation with the Information Commissioner;
- Conducts regular audits to ensure that the Commission processes personal data in compliance with data protection standards, as prescribed in the Data Protection Act;
- Manages sensitive information and maintains records of all data subjects, data assets and security incident management plan/activities carried out by the Commission;
- Ensures that the Commission's existing policies and practices accord with the standards and requirements of the Data Protection Act;
- Serves as main point of a contact between the Commission and external stakeholders, including data protection authorities (Information Commissioner);
- Consults with the Commissioner, on a regular basis, to resolve any doubts about how the provisions of the Data Protection Act and any regulations under the Data Protection Act are to be interpreted and applied;
- Ensures that any breach of the data protection standards or any provisions of the Data Protection Act are dealt with in accordance with Sub-Section 5 of the Data Protection Act;
- Provides assistance to data subjects (citizens/agents of the State) in exercise of their rights in relation to the Data Protection Act;
- Provides expert advice to members of staff on data protection and compliance requirements;
- Prepares notices and/or reports to Parliament/Commissioner, if there are reasons to believe that the Commission is in breach of any requirements of the Data Protection Act, ensuring that recommendations for rectifying any such breach are documented;
- Reports to the Information Commissioner, any instance where the Commission has failed to rectify a breach of the Data Protection Act, within the prescribed timeframe, after the notification is received by the Parliament and the Commissioner;
- Fulfils all obligations/requirements outlined in the Data Protection Act in regard to the role of the Data Protection and Systems Management Officer;
- Keeps abreast of changes or amendments of the Data Protection Act and related Government regulations and makes recommendations, where necessary;
- Performs other related duties assigned.

Required Knowledge, Skills, and Competencies

- Strong knowledge of local Data Protection Act (2020) and local data privacy regulations
- Good understanding of international privacy frameworks and data protection legislations

- Excellent interpersonal and management skills
- Good oral and written communication and presentation skills
- Detail oriented, excellent planning and organization skills, and ability to learn quickly
- Ability to use independent judgment and discretion
- Comprehensive knowledge of the relevant laws, policies and procedures applicable to the Commission in the execution of its functions
- Comprehensive knowledge of cyber security risks and information security standards
- Comprehensive knowledge in computer systems operation, hardware support and maintenance and computer architecture
- Ability to lead training sessions and workshops with persons of all levels
- Ability to work well under pressure and manage sensitive and confidential information
- Ability to conduct role with integrity and high professional ethics

Minimum Required Qualification and Experience

- Undergraduate Degree in Law, Compliance, Information Technology, IT Security or related discipline;
- Specialised training or certification in Data Protection, Information or Risk Management;
- One (1) Data Protection and/or Privacy Certification, such as CIPP or CIPT;
- Three (3) years' working experience in data protection compliance, risk management or related field.

3. Attendant/Messenger (LMO/TS 1)

Job Purpose

The incumbent will maintain a clean and pleasant working environment.

Key Responsibilities

- Cleans offices, restrooms and dusts furniture daily;
- Prepares and serves refreshments;
- Prepares rooms for meetings/conferences;
- Assists in monitoring supplies inventory.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills
- Good customer service and interpersonal skills
- Working knowledge of established hygiene standards
- Ability to use initiative
- Good time management skills
- Good office etiquette
- Basic culinary skills
- Pleasant personality
- Ability to work in teams

Minimum Required Qualification and Experience

- Certificate in Service Skills for Ancillary Workers;
or
- School Leavers' Certificate or equivalent.

Applications, accompanied by résumés, should be submitted **via email, no later than Tuesday, 25th November, 2025, to:**

hrd@indec.com.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**