



## THE INDEPENDENT COMMISSION OF INVESTIGATIONS

Applications are invited to fill the following positions within the Commission:

1. **CHIEF INVESTIGATOR (GMG/SEG 4) MONTEGO BAY OFFICE**  
Complaints and Investigations Division

### **Job Summary**

Reporting to the Director of Complaints, the incumbent is responsible for planning, directing and coordinating the work of the Complaints and Investigations Unit to ensure effectiveness, efficiency and integrity of case management. This includes identifying, developing and managing the complaints process, as well as ensuring that Investigators are effectively trained and are competent to execute their duties.

### **Responsibilities include**

- Identify, develop and investigate complaints against the security forces and other agents of the state relating to death or injury;
- Maintain systems for processing, indexing and tracking investigative information;
- Plan and schedule priority issues for appropriate treatment of investigations;
- Supervise the functions and performance of the Investigative Unit;
- Prepare and submit monthly, quarterly, bi-annual or annual reports;
- Perform administrative functions of the unit;
- Establish procedures and develop guidelines for the referral of potential cases and for joint investigations of cases;
- Direct the inspection of records, building and weapons at police stations and military bases as may be required;
- Design and conduct internal training for Complaints and Investigation staff

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

- Masters Degree in Criminal Justice, Management, Public Administration or related discipline; or
- Undergraduate Degree in Law; and
- Certificate in Investigative Methods from an accredited institution or police force;
- Ten (10) years working experience in investigations in the Commonwealth of which minimum 4 years must be at the managerial level
- Experience in leading investigative teams in major criminal investigations would be an asset

### **Required Knowledge and Skills**

- Good leadership and management skills
- Excellent judgement, decision making and problem solving skills
- Good interpersonal skills
- Good people management skills
- Sound oral and written communication skills
- Physical strength and fitness is a prerequisite for the job

### **Offer and Remuneration**

Basic pay between \$2,469,614.00 to \$2,935,594.00 p.a.; Fixed Allowance: \$975,720.00 p.a.; On-call allowance: 10% of basic pay;

Working hours are irregular, unscheduled and requires 40% field work.

Applications are invited to fill the vacancy of:

**CHIEF FORENSIC EXAMINER (GMG/SEG 4)**  
Complaints and Investigations Department

**Job Summary**

Reporting to the Assistant Commissioner, the incumbent is responsible for managing, directing and leading the Forensic Examiners and operations at Incident Scenes including using various forensic equipment and tools. Further, the incumbent is responsible for collecting, developing, securing, preserving and packaging physical evidence for scientific evaluation and comparison.

**Responsibilities include**

- Lead and Direct the Forensic Examiners at Incident Scenes;
- Manage the operations at incident scenes, human, physical and capital resources;
- Collect evidence and direct the management of incident scenes;
- Process physical, film or digital evidence from incident scenes;
- Survey and Reconstruct events at incident scenes;
- Collaborate with Assistant Commissioner in formulating policies and strategies;
- Provide expert testimony in Court;
- Manage and Maintain the Commission's lab;
- Write detailed reports;
- Perform supervisory administrative functions
- Attend post mortems and collect further evidence.

**Minimum Required Qualifications and Experience**

- Post Graduate degree in Forensic Science or related field with minimum 10 years experience in related field; or
- BSc. Natural Science, Biochemistry, Chemistry with 15 years experience in related field; and
- Certificate in Crime Scene Investigations from an accredited institution or Police Force; and
- Certification in Ballistics, Blood Pattern Analysis or crime scene reconstruction

**Required Knowledge and Skills**

- Sound knowledge of the principles of management, administration, planning and resource utilization;
- Good interpersonal skills;
- Excellent time management skills;
- Excellent judgement and problem solving skills;
- Ability to operate equipment and tools required in areas of forensic expertise and lift latent fingerprints;
- Expert knowledge of identification and photographic techniques;
- Physical strength and fitness is a prerequisite for the job;
- Good written and verbal communication skills;
- Comprehensive knowledge in the areas of collecting and storing biological, chemical and ballistic materials.
- Expert knowledge in ballistic identification or crime scene reconstruction

**Offer and Remuneration**

Basic pay between \$2,469,614.00 to \$2,935,594.00 p.a.; Fixed Allowance: \$975,720.00 p.a.; On-call allowance: 10% of basic pay;

Working hours are irregular, unscheduled and requires 70% field work.

**Commission's Core Values**

Integrity	Impartiality
Efficiency	Deadline oriented
Confidentiality	

Application accompanied by résumé should be submitted to below email by 12 October 2012:

hrd@indec.com.gov.jm

**Thank you for your interest, however, only short listed applicants will be contacted.**