



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

INVESTGATOR (LEVEL 8) ST. ANN

Salary \$4,266,270 per annum

Job Purpose

Under the direction of Senior Investigator, the post incumbent conducts investigation of new applicants to determine their suitability to hold a firearm. Investigating complaints regarding the breach of any term or condition of the firearm authorisation.

KEY OUTPUTS

- Applications completed
- Investigation conducted
- Investigation reports prepared
- Partnership with law enforcement developed and maintained
- Investigation/progress reports prepared
- Interviews conducted
- Customer queries addressed
- Database maintained
- Case files prepared
- Evidence organized and presented
- Confidentiality maintained

KEY AREAS OF RESPONSIBILITY

Administrative/Technical Responsibilities

- Conduct interview with applicants and other individuals who might be able to offer more information about the applicant and their histories.
- Meet with individuals being investigated about irregularities that they find.
- Conduct thorough and complete background investigation and prepare credible evidence submissions.
- Direct applicants to provide additional information.
- Peruse lines of enquiry.
- Prepare written reports, findings and recommendations and comments on investigations.
- Produces internal/external written reports of investigation.
- Completes and compiles applications, personal history, statements (and other documents, as required to determine suitability) for completeness.

- Works closely with law enforcement when necessary to get assistance during an investigation.
- Record all findings and data related to investigations and share information with the Senior Investigator.
- Prepare technical investigative reports.
- Investigates complaints regarding breaches.
- Develops and maintains the complaints and investigative database.
- Organize evidence and material for possible use in a court of law.
- Maintain a comprehensive database on cases arising from complaints and investigations.
- Prepare letters, reports, written summary of findings.
- Liaise with customer comments and suggestions received and respond to issues raised accordingly.
- Prepare weekly, monthly and quarterly performance reports and statistics.
- Communicate with members of the public on the Authority's policies and practices and relevant legislations.
- Prepare Monthly Reports as required.

PERFORMANCE STANDARDS/INDICATORS

- Background investigations are completed in accordance with the Authority's policies and applicable laws and procedural requirements.
- Database contains credible, reliable and valid information and updated in accordance with agreed timeframe.
- Concluded investigations are in keeping with requirements and completed in agreed timeframes.
- Evidence presented within the agreed timeframe.
- Reports are accurate and completed within the agreed timeframe.
- The extent to which confidentiality, integrity and sensitivity are displayed in the execution of duties.

REQUIRED COMPETENCIES

Technical Competencies

- ✓ Interviewing techniques
- ✓ Knowledge of FLA Act
- ✓ Principles and practices of investigation and research
- ✓ Excellent knowledge of the Authority's Policies and Procedures

Core Competencies

- ✓ Good conflict management
- ✓ Excellent written and verbal communication skills
- ✓ Good interpersonal skills
- ✓ Excellent external relationship skills
- ✓ Good judgement in safeguarding confidential and sensitive information

Applications accompanied by resumes should be submitted
NO LATER THAN FRIDAY September 5, 2025

E-mail: hrd@fla.gov.jm

or

The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6

Subject line should read: INVESTIGATOR ST. ANN

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.
PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.