



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following position in the Department

POSTAL CRIME ANALYST SOG/ST5

JOB SUMMARY

Under the direction of the Chief of Security the Crime Analyst performs a variety of analytical duties related to crime and law enforcement statistics. The incumbent gathers, collates, categorizes, and analyzes narrative and statistical data pertaining to past and current criminal activity; prepares and disseminates reports and recommendations pertaining to existing and anticipated criminal activity, threats, vulnerabilities, to authorized personnel in order to increase the effectiveness of safeguarding the postal system, the apprehension of suspects, the recovery of public assets and in support of loss and crime prevention activities across the Department.

The incumbent also provides technical assistance to the investigative process; provides analysis and recommendations concerning the Security Unit's functions.

KEY OUTPUTS

- Reports prepared
- Projects and activities managed and completed
- Statistical and technical data compiled, organized, analyzed, prepared and presented
- Statistical and analytical reports, charts, and graphs prepared
- Established and maintain effective working relationships with stakeholders
- Analysis, conclusion and recommendations made

KEY RESPONSIBILITIES

Management/Administrative Responsibilities

The incumbent will be required to:

- Develop, and maintain liaisons with local, regional and international law enforcement agencies for the purpose of exchanging information and intelligence;
- Review security audit and investigation reports, and recommend the mitigation of security risk and threat exposures identified;

- Coordinate loss prevention assessments with Internal Audit, Personnel and other Units and Sections where applicable;
- Provide technical assistance to the investigative process; prepare, review and analyze crime statistics and reports to identify, evaluate and provide crime patterns and suspect correlations, leads and profiles, compile and provide a variety of information concerning stolen public revenue and other assets;
- Assist in preparing strategic action plans;
- Prepare and deliver presentations on detailed crime information, graphics, bulletins and related materials for the Unit and or department;
- Communicate with other staff, Units, Sections, departments and allied and outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact police departments to request statistical crime information;
- Provide training to department personnel concerning the use of crime analysis information and reports;
- Keep abreast of the latest case management software and associated technology, practices and industry best practices by reading, attending workshops, seminars locally and overseas.

Technical/Professional Responsibilities

The incumbent will be required to:

- Conduct extensive research and strategic crime analysis to identify crime patterns and trends; analyzes long term crime patterns and trends using probability studies and complex statistical analysis such as random samplings and correlations;
- Develop and test hypotheses; develop victim and suspect profiles (e.g. physical or vehicle description profiles); forecast future criminal activity;
- Assist operations and management personnel in planning the deployment of resources for the identification and prevention of criminal activity;
- Compile and analyze a variety of investigative audit and loss prevention reports and statistical data from a variety of sources related to crime and law enforcement statistics to support crime prevention activities and enhance the safeguarding and recovery of public revenue and other classes of assets;
- Map crime trends and patterns, assist in the investigative process, and provide analysis and recommendations concerning fiscal resource utilization, investigation planning, proposed security solution , architecture, technology, human and technological deployment of resources, special operations, coordination of administrative services, project planning and budgeting so as to develop and enhance the security solutions within the postal service;
- Provide analysis and recommendations concerning a variety of department functions such as resource utilization, investigation planning and deployment, special operations and tactical deployment, budgeting, program planning and coordination of administrative services;

- Receive, prioritize and log statistical analysis and reporting requests, establish time lines for completion of statistical reports;
- Provide assistance in the case clearance process and perform related comparisons;
- Be responsible for developing and maintaining manual and automated systems for the storage and retrieval of crime data.

Other Responsibilities:

- Perform any other related duties assigned

PERFORMANCE STANDARDS

- Analysis, conclusions and recommendations when tested are sound and hold up to rigorous legal and stakeholder scrutiny and probing;
- Research and Analysis are comprehensive, accurate and relevant and in accordance with regulations and standards;
- Reports are comprehensive and accurate and produced within the agreed timeframe;
- Confidentiality is maintained;
- Loss prevention assessment conducted within the specified timeframe.

REQUIRED COMPETENCIES

- Possess a high level of integrity and confidentiality;
- Possess strong communication and interpersonal skills;
- Capacity to think analytically;
- Capacity to pay attention to detail;

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science Degree with the major in Criminal Justice, Law Enforcement, Statistics, Computer Science, behavioral and Social Sciences or Sociology or a closely related field;
- Certification in the Principles and Practices of Statistical Research and Analysis;
- Certification in research methodology;
- Five (5) years experience in Crime/Intelligence Analysis, or Law Enforcement Investigative Activities learned in a criminal justice or law enforcement setting/agency.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- High risk environment;
- Exposure to criminal activity;
- May require occasionally working weekends, holidays and after established working hours.

AUTHORITY

- Collect, collate, safeguard sensitive information, data, intelligence in all its forms.

Please forward resume and application letter no later than October 21, 2016 to:

**Director of Personnel
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

OR

hrunit@jamaicapost.gov.jm

While we thank all applicants for their interest, only shortlisted candidates will be contacted.