JOB TITLE: **Field Investigator- Trafficking in Persons & Migrant Smuggling**

**REPORT TO:** Senior Investigator and Liaison Officer

**MINISTRY / DEPARTMENT**: Ministry of Home Affairs – Ministerial Taskforce on Trafficking in Persons Secretariat

**PURPOSE:** To conduct investigation and gather intelligence related to the crime of Trafficking in Persons and the smuggling of migrants and other transnational organized crimes.

**KEY OUTPUTS**:

* Reduce the incidence of Trafficking in Persons, Migrant Smuggling and other transnational crimes
* Increase investigations and prosecutions related to trafficking in persons, migrant smuggling and other transnational organized crimes
* Gather intelligence on Trafficking in Persons, Irregular Migration and Human Smuggling cases in all ten (10) Administrative Regions
* To inform suspected victims of their rights, court procedures and processes in their native language ( Spanish)

**RANGE OF ACTIVIES:**

* To gather intelligence and conduct investigations of suspected incidents of trafficking in persons and migrant smuggling;
* Assist the Ministry of Home Affairs and Guyana Police Force Trafficking in Persons Unit with the translation of victim statements, when needed.
* To conduct training and awareness with law-enforcement officers on the Counter- Trafficking in persons Act and Immigration Act, indicators of human trafficking, and the national reporting mechanism.
* Maintains and applies professional knowledge of current trends and developments related to the Work Unit Assignment

* To prepare thorough briefs and accurate case reports for all investigative activities in a timely manner, including: reports documenting interviews of victims, witnesses and suspects, TIP hotline reports and respond to requests for information regarding the Unit Assessments
* Responds to assignments and request for assistance by reviewing documentation, conducting interviews of suspected victims and suspects, and gathering of actionable intelligence for trafficking in persons investigations and migrant smuggling investigation.
* Assist the appropriate entities and parties in submitting, organizing, analysing and processing data and other information for investigations and prosecutorial purposes in trafficking in persons and smuggling investigations
* To perform any other related duties such as, but not limited, to training and sensitization sessions and any other assigned task for the smooth running of the Unit.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

* GCE “O” Level passes in five (5) subjects including English Language and either Mathematics or Principles of Accounts or equivalent, plus at least three (3) years as an Investigator or Translator. **Fluency in English and Spanish is mandatory**

OR

* One of the following: -
* Ordinary Diploma in Commerce – GTI
* Ordinary Certificate in Business – GTI
* Certificate of the Institute of Book – Keeping - UK
* The London Chamber of Commerce with passes in English Language (Higher) and Book Keeping ( Immediate) and any three (3) of the following subjects at intermediate stage ; Business Statistics, Costing Economics, Mathematics, Royal Society of Arts with passes in English Language ( stage III advances) and Book- Keeping (stage II intermediate ) and any three (3) of the following subject at stage II intermediate; Commerce Cost Accounting, General Principles of English Law, Commerce Law, Economics

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS**

* The job holder is guided by the Combating Trafficking in Persons Act. 2023, Immigration Act Chapter 14:02, Standard Operating Procedures for the Investigation and Prosecution of Trafficking in Persons Offences and other supporting legislation and regulations. However, incumbent must be able to make normal decisions as required during any investigation. Problem solving is routine and operational. Impact on results may be measured by the degree of reduction of trafficking and migrant smuggling activities.

**Resource Management:**

* The job holder works closely with the Guyana Police Force, Ministry of Human Services and Social Security, Office of the Director of Public Prosecution and other Taskforce agencies on the operations. Job holder is not a budget holder and is not responsible for any organization assets.

**Communication:**

* The job holder must be able to communicate effectively with all level of staff, suspected and identified victims of trafficking in persons, migrants and indigenous groups during investigations

**Working Conditions:**

* The job is primarily done out of office but the holder may from time to time be required to perform duties outside of the office and late in the evenings ( i.e., out of Georgetown or Region 4)