**JOB TITLE: Senior Investigation and Liaison Officer – Trafficking in Persons & Migrant Smuggling**

**REPORT TO**: Programme Co-ordinator

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

**PURPOSE:** The Senior Investigative and Liaison Officer will play a critical role in supervising and coordinating complex counter- trafficking in persons’ operations, gathering of intelligence related to suspected act of human trafficking, migrant smuggling and other related crimes. The incumbent will serve as a key liaison officer with local law-enforcement agencies, counter- trafficking in persons’ agencies, local regional investigative officers, and NGO’s to facilitate the sharing of information, victim support mechanisms.

The role will be supervisory and will require knowledge of counter- trafficking and immigration legislation, standard operating procedures on the investigation and prosecution of trafficking in persons offences in Guyana, strong investigative skills, bi-lingual and deep understanding of transnational crime dynamics.

**KEY OUTPUTS**:

* Reduce the incidence of Trafficking in Persons and Migrant Smuggling.
* Increase TIP Investigations and Prosecutions
* Gather and provide actionable intelligence on Trafficking in Persons, Irregular Migration and Human Smuggling
* Supervises investigative and operational activities of the Unit and ensure that all reports of suspected cases of human trafficking, migrant smuggling, irregular migration or any other crime under the laws of Guyana are investigated and documented.

**RANGE OF ACTIVIES:**

* Gather and provide actionable intelligence on suspected incidence of human trafficking, smuggling of migrants and irregular migration;
* Assist the Guyana Police Force – TIP Unit with investigations related to trafficking in persons, smuggling of migrants and other related crimes.
* Collaborates with criminal justice personnel and victim support personnel, including, but not limited to: analysts, advocates and prosecutors in conducting trafficking in persons and in some instances migrant smuggling investigations.
* Coordinate with victim protection services to ensure a trauma-informed and rights-based approach during investigations.
* To ensure investigations comply with the Counter- Trafficking in Persons Act.2023 and Regulations, Standard Operating Procedures for the Investigation and Prosecution of TIP offences along with, Identification and Protection of Victims of Trafficking in Persons, other legal frameworks and human rights standards.
* Supervise and mentor junior officers and field investigators
* 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
* To support the Secretariat, Ministry of Home Affairs, Guyana Police Force – Trafficking in Persons Unit or any other counter- trafficking in persons stakeholders with translation.
* Establish and maintain effective communication channels with law enforcement partners, immigration authorities, prosecutors, social services, and NGOs.
* Monitor and evaluate investigative outcomes and contribute to strategic planning efforts.
* Assist the appropriate entities and parties in submitting, organizing, analysing and processing items of evidence and other documentation for investigations and prosecutorial purposes in trafficking in persons investigations
* To perform any other related duties such as, but not limited, to training, sensitization sessions and translation, for the smooth running of the Secretariat and Unit.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

* Bachelor’s Degree in Law, International Relations, criminology, Economics, Management, Public Management or Policy or any related field from a recognized University with at least two (2) years’ experience. **Fluency in English and Spanish is mandatory**

**OR**

* Diploma in Law, International Relations, Criminology, Economics, Management, Public Management or Policy or any related field from a recognized University with at least six (6) years’ experience, preferably in criminal investigations. **Fluency in English and Spanish is mandatory**
* Proven track record in coordinating multi-agency investigations and operations
* Strong knowledge of local legislation, international protocols and best practices related to trafficking in persons, migrant smuggling and irregular migration.

**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, and other anti- TIP agencies on the operations. Job holder is a budget holder and is 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, migrant smuggling, migrants and indigenous groups during investigations and day- to- day activities

**WORKING CONDITIONS:**

* The job is primarily done out of office
* Willingness to travel and perform duties in ten (10) Administrative Regions, sometimes at short notice.
* Flexibility to work outside regular office hours and days based on the Unit needs.