INTEGRITY COMMISSION

INTERNAL CAREER OPPORTUNITY

Administrative Assistant

Job Summary

Under the supervision of the Director of Information & Complaints, the Administrative Assistant is accountable for providing effective and efficient administrative support to the Division assigned in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Division's/Department Strategic Planning process, resulting in the annual cascaded Strategic Plan and Balanced Scorecard for the Division.
2. Develops, in consultation with the Director, own Job Accountability and Performance Targets aligned to the Division's Strategic Plan and Balanced Scorecard.
3. Develops, in consultation with the Director; own Individual Development Plan following the annual Performance Review as per the Performance Management System.
4. Manages the diary of the Director.
5. Routes files and correspondence within the Division/Department assigned, ensuring that confidentiality of incoming and outgoing documents is maintained.
6. Makes, receives and screens telephone calls; respond to routine enquiries and take appropriate actions.
7. Prepares correspondence and other documents for the Division/ Department.
8. Establishes and maintains an up-to-date document management system for all letters, documents, Minutes of meetings, memoranda and newspaper clippings related to the Division/ Department assigned.
9. Follows up with the relevant person in the Division/ Department to ensure that appropriate action is taken as necessary.
10. Liaises with other Divisions/Department to secure information and collect data as may be required.
11. Records, opens and distributes incoming mails for the Division/ Department.
12. Exercises the highest level of confidentiality and integrity.
13. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

Minimum Required Qualifications and Experience

- Diploma/Associate Degree in Public Administration or Business Administration or Management Studies or related field;
- Two (2) years' experience in a comparable working environment;

OR

- Five CXC subjects
- Certificate in Secretarial/Administrative Studies.
- Four (4) years' experience in a similar position.

Other Desirable Qualifications & Experience that would be an asset

- Not Applicable.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Excellent human relations skills and the ability to interact with individuals at all levels.
- Effective listening, verbal and written communications skills.
- Working knowledge of computer applications with strengths in Microsoft Word, Excel and PowerPoint.
- Ability to meet and establish deadlines.
- Meticulous and accuracy in work product.
- Good Interpersonal and social skills.
- Good integrity and character
- Ability to exercise the highest level of confidentiality.
- Excellent analytical, decision making, time management and stress management skills.

Specific Knowledge

- Knowledge of the Act governing the operation of the Integrity Commission.
- Knowledge of the role and functions of the Integrity Commission to enable response to incoming calls and routine correspondence or refer, as relevant, to other information points within the Commission.

Working Conditions

- Typical office environment.
- Irregular hours from time to time.
- Some mental pressure due to demand by Team Members.

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Basic Salary: $1,796,613.00 per annum.

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than

Friday, November 27, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5
Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted. Please be advised that the successful candidate will be subjected to background checks.