

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Anti-Corruption Research & Data Analyst

The incumbent is accountable to the Manager, Anti-Corruption Policy and Strategic Engagement to undertake research and the identification of best practices in fulfilment of the following functions of the Act:

1. Monitors current legislative and administrative practices in the fight against corruption;
2. Prepares advisory notes, for and on behalf of the Commission, with a view to advising the Minister on the adoption of international best practices relating to the prevention of corruption;
3. Prepares advisory notes, for and on behalf of the Commission, with a view to advising the Minister on such legislative reform as the Commission considers necessary to reduce the likelihood or the occurrence of acts of corruption.

The Anti-Corruption Research and Data Analyst will also be responsible for providing technical advice and recommendations to the Commission in relation to International Anti-Corruption Treaties and Conventions, Self-Assessments, Compliance Standards, Certification Programmes and other international anti-corruption and anti-bribery best practices benchmarks.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Major Responsibilities

1. Critically examines and interrogates, in a systematic manner, as instructed, local and international legislative and administrative practices in the fight against corruption and bribery.
2. Proposes amendments to, and recommendations for revision and promulgation of legislation taking into account local nuances and culture, and contemporary realities in the fight against corruption.
3. Develops objective, coherent and practical recommendations in relation to the adoption of international best practices in the fight against corruption and bribery.
4. In conjunction with the Director and Managers, critically assesses identified areas of deficiency in Jamaica's anti-corruption institutional framework and posit recommendations, proposals which can strengthen, codify and consolidate efforts at corruption prevention, detection and reduction.
5. Liaises with and establishes working relationships with local and international anti-corruption bodies and authorities to establish a network of knowledge sharing and information exchange to facilitate the adoption and adaptation of international best practices.
6. Contributes to the Corruption Prevention Division's strategic engagement activities, resulting in the Division's Annual Strategic and Operational Plans being aligned to the Commission's Strategic Plan.
7. Annually updates, in conjunction with the Manager, Anti-Corruption Policy and Strategic Engagement, own Job Description and Performance Targets aligned to the Entity's Strategic Plan.

8. Develops in conjunction with the Manager, Anti-Corruption Policy and Strategic Engagement, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
9. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures/ Monitoring Process.
10. Liaises with Officers within the Corruption Prevention Division, and prepare timely reports or correspondence on any weaknesses in systems, practices and procedures which are employed by Public Bodies, and posit remedial recommendations to solve current issues and propose sustainable policy/legislative reform.
11. Liaises with officers from the Investigation Division and the Information and Complaints Division, to obtain such information as is necessary to assess internal practices and to objectively provide recommendations to align same to best practices.
12. Keeps current with all legislations and best practices, locally and globally, relating to anti-corruption, anti-bribery, government contracts, licences and permits, and apply such knowledge in the execution of assigned tasks.
13. Prepares Status Reports as required.
14. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
15. Performs any other related duties that may be assigned from time to time by the Director or by the Executive Director.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Law, Public Administration/Business Administration/, Political Science, International Relations or other related field;
- Formal training in policy development and research.
- Working knowledge and experience with international conventions, principles, treaties and standards as it relates to anti-corruption and anti-bribery.
- Minimum of three (3) years' experience in a similar position, whether anti-corruption, regulatory or compliance, preferably in a Public Sector Organisation.

Other Desirable Qualifications & Experience that would be an asset

- A Graduate degree in Governance/ Law/Public Policy/International Relations, Public Administration or equivalent.
- Familiarity working with international anti-corruption conventions.

- Knowledge of the GOJ anti-corruption institutional and legislative framework.
- Experience working with multiple stakeholders and senior government officials.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Training in anti-corruption, compliance, audit, investigation and/or governance techniques and principles.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Excellent analytical skills with demonstrated ability to apply and transfer knowledge across differing scenarios and operational environments.
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites.
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- High level of confidentiality, honesty, and integrity.
- Committed, works on own initiative, trustworthy and result oriented and demonstrates ownership of assigned tasks.
- Effectively plan and manage time.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of the United Nations Convention Against Corruption and the Inter-American Convention Against Corruption.
- Knowledge of Anti-Money Laundering legislations, conventions and practices.

Working Conditions

- Typical office environment, with travel required.
- Willingness to work beyond normal working hours as the situation may demand.

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Basic Salary: \$4,266,270.00 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, June 6, 2025 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.