

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Job Summary

The Integrity Commission invites eligible candidates to submit applications for the position of **Manager, Forensics and Audit**. The Manager, Forensics and Audit is accountable to the Director of Investigation for the effective and efficient achievement of the Entity's Investigation Strategic Objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

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

Major Responsibilities

1. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigation Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. Annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develops, in conjunction with direct reports, an Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Coordinates the planning and execution of the Forensic and Audit investigation matters.
5. Supervises the functions of the Forensic and Audit Unit staff.
6. Directs, coordinates and controls the work of the direct reports:
 - a. by providing technical guidance on evidence gathering, assessment and investigative techniques
 - b. Reviewing preliminary assessments and recommendations of the contract auditors and Forensic Accountant and cyber Accounting Officers in order to ascertain whether there is a need for further evidence gathering.
 - c. Develop evaluation standards for direct reports and assess staff effectiveness through staff appraisals.
7. Directs and coordinates the performance of forensic research and audit on data collected, through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
8. Directs the documentation of all evidence and enter as evidentiary documentation in relation to each investigation.
9. Develops risk reduction and fraud prevention procedures to ensure accurate financial management.
10. Directs and coordinates the collation of all the findings and source documents related to each investigation.
11. Provides support to all other Units in the Investigation Division, through the application of forensic and auditing techniques to data gathered for investigation, auditing and/or monitoring purposes.
12. Reviews reports submitted by direct reports in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings to ascertain whether further information or auditing activities are required.
13. Directs, coordinates and supervises all Forensic and Audit matters.

14. Reviews Reports outlining breaches in the procurement, licensing, divestment, acquisition processes, or corrupt activities and recommend an appropriate investigation approach and methodology.
15. Contributes to the intelligence gathering process in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.
16. Extracts information relating to impropriety and irregularity in the procurement, licensing, divestment, acquisition processes and in the implementation of the GOJ contracts, from various sources.
17. Assists in the promotion of a zero tolerance environment within public bodies with respect to fraudulent activities and non-compliance with applicable legislation governing procurement, licensing, divestment, acquisition activities of the Government of Jamaica.
18. Keeps current with all legislations relating to contract awards, contract termination the issuance of licenses, property divestment and acquisition, as well as, computer programmes and statistical methods that can improve the forensic and audit activities.
19. Prepares the Forensic and Audit Unit's monthly performance report in the Balanced Scorecard format; then attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
20. Directs the preparation reports assigned projects in keeping with the Department's Standard Operating Procedures/ Investigation Process.
21. Participates in the preparation of the Annual Report for submission to Parliament.
22. Performs any other related duties that may be assigned from time to time by the Director of Investigation.

Minimum Required Qualifications and Experience

- Graduate Degree in Forensic Science.
- Certified Fraud Examiner (CFE) Certification or equivalent qualification.
- Minimum of five (5) years' experience in Public or Private Sector in similar capacity.

Or

- Undergraduate Degree in Forensic Science.
- Certified Fraud Examiner (CFE) Certification or equivalent qualification.

Minimum of seven (7) years' experience in Public or Private Sector in similar capacity

Other Desirable Qualifications & Experience that would be an asset

- Certification in Digital Forensics
- EnCase Certified Examiner Certification
- Certified Forensics Computer Examiner Certification (CFCE)

Desired Skills & Competencies

- Training in Investigative (Financial & otherwise) Techniques.
- Training in Research and Statistical Methods
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership and ability to delegate and manage people and time effectively.

- Ability to work independently and as part of a Team.
- Strict attention to details.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Manages continuity, change and transition and knows how to influence and enable others.

Specific Knowledge

- Working knowledge of Computer systems
- Expert knowledge in evidence gathering techniques
- Comprehensive knowledge of the principles and practices of data analyses and investigative techniques
- Comprehensive knowledge of statistical methods and analysis.
- Working knowledge of applicable criminal laws, criminal procedures, relevant constitutional and statutory laws
- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Knowledge of the Government Procurement Guidelines and the Public Procurement Act and Regulations.

Working Conditions

- Typical office environment, however some travel required.
- Irregular hours from time to time.
- Occasional exposure to hostile environment.

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Basic Salary **\$4,500,000.00 - \$5,349,086.00 per annum**
Travelling Allowances **\$894,924.00 per annum**

Applications, along with Curriculum Vitae, must be submitted no later than **Friday, February 12, 2021** at **3:30 p.m. by hand** or **electronically, by 11:59 p.m.** to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
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.