

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Chief Strategy Officer**

#### **Job Summary**

Under the general and specific direction of the Executive Director, the incumbent is responsible for the Commission's strategic planning, monitoring and evaluation process. He/She will develop and maintain the Commission's Corporate, Operational and Results Focused Strategic Business Plans, ensuring that they are aligned to Jamaica's National Anti-corruption Strategy. The incumbent will also coordinate the implementation, monitoring and evaluation of the respective plans; developing monitoring and implementation mechanisms, preparing reports on a routine basis and preparing position papers identifying new and emerging issues and their impact on the Commission's Strategy.

#### **Major Responsibilities**

1. Leads the development of the Commission's five (5) years' Results Focused Strategic Business Plan in alignment with Jamaica's National Anti-corruption Strategy, through a consultative process.
2. Coordinates the cascading of the Results Focused Strategic Business Plan to the Commission's Corporate and Operational Plans.
3. Develops a robust monitoring mechanism for the Commission's Corporate, Operational and Results Focused Strategic Business Plans; ensuring that results are clearly articulated at all levels with SMART indicators and targets using the Balanced Scorecard perspectives.
4. Coordinates the preparation of the monthly analytical Performance Reports in the Balanced Scorecard format; ensuring variances, diagnoses and prognoses of Indicators and Initiatives are adequately covered in an effort to ensure learning and continuous improvement.
5. Conducts reviews; analysing the performance of the Commission and highlighting potential barriers, log-jams and challenges to the effective implementation of planned programmes and projects, proffering solutions based on consultation.
6. Facilitates the execution of the strategy by working collaboratively with the other Executive Team members and ensuring that the strategy is communicated and easily understood by all throughout the organization. Ensures that strategic actions are completed at various levels to achieve desired results.
7. Develops and issues planning, monitoring and evaluation guidelines to Division/Unit Heads within the Commission and conducts reviews to ensure compliance to established standards.

8. Ensures the corporate planning processes consistent with the internal protocols of the Commission and the GOJ Corporate Planning and reporting requirements. Convene biannual strategic planning meetings with the Leadership Team to ensure the Agency's strategic priorities and targets are being met and are aligned with the strategic vision of the Agency.
9. Acts as a key advisor to the Executive Director on any critical changes in the processes in the GoJ's landscape.
10. Works in collaboration with Divisions and Units to identify Projects that will advance implementation of the Results Focused Strategic Business Plan.
11. Develops an appropriate Project Management Methodology for the Commission and coordinate its implementation.
12. Keeps abreast of new and emerging issues which may impact the seamless implementation of the Commission's Results Focused Strategic Business Plan and develop position papers to inform the planning review process.
13. Undertakes any other duties assigned.

### **Minimum Required Qualifications and Experience**

- Undergraduate Degree in Strategic Planning or Monitoring and Evaluation
- Specialized Training in Project Management.
- Four (4) years' experience in a related field.

### **Other Desirable Qualifications & Experience that would be an asset**

- Graduate degree Economics, Business Administration or Finance.
- Six (6) years' experience in a similar capacity in the Public Sector.
- Experience in Monitoring and Evaluating Programmes and Projects.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- Experience developing and managing strategic plans and budgets.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Excellent Analytical and problem-solving skills.
- Excellent time management and communication skills.
- 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 Suite.
- Demonstrates critical competencies in commitment to results and leading change.

- 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.
- Works on own initiative, trustworthy and result oriented.
- 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 Performance Monitoring Techniques and their applications.
- Knowledge of Research Methodology
- Knowledge of the principles and practices of Public Sector Management
- Knowledge of the operations of Government /Department's policies and procedures
- Working knowledge of the Balance Scorecard and Government of Jamaica's planning process including the Performance Monitoring and Evaluation System (PMES)

### **Working Conditions**

- Typical office environment, with Travel required.
- Travel may be required periodically.

### **EMOLUMENTS PACKAGE**

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 DECLARATIONS 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 13, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto: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.**