**INTEGRITY COMMISSION**

**CAREER OPPORTUNITY**

The Integrity Commission invites eligible candidates to submit applications for the position of **Contract Auditor.** The incumbent is accountable to the Director of Investigation for the effective and efficient achievement of the Contract Auditing 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:**

**Planning**

1. Contribute to the Integrity Commission’s strategic planning process, paying attention to the Strategic Objectives and initiatives of the Investigations Division; resulting in the organisation’s annual Strategic Plan, Corporate Plan and Budget.
2. In conjunction with Director of Investigation, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division’s Strategic Plan.
3. Develop, in conjunction with the Director of Investigation, own Individual Development Plan (IDP), following the Performance Review as per the Performance Management System.

**Execution**

1. Contribute to the implementation of the Integrity Commission’s Annual Contract Auditing Plan, monitor performance, initiate and lead changes where necessary, to achieve the Contract Auditing strategic objectives.
2. Develop a quarterly Audit Assessment Schedule to assess the effectiveness and efficiency of the monitoring and investigation processes.
3. Contribute to the development and maintenance of a system for categorising and prioritising all Audit Exceptions in terms of risk and complexity and allocate cases to individual Investigators to ensure timely completion review.
4. Contribute to the establishment and maintenance of a comprehensive Case Management System, for the effective tracking, management and reporting on cases.
5. Contribute to the establishment a system to monitor and ensure that Audits are conducted in compliance with established standards and procedures.
6. Ensure that a professional relationship is maintained with all key stakeholders concerned with the monitoring and investigation process.
7. Keep current with all legislations relating to contract awards, contract termination, the issuance of licenses and permits and matters relating to asset and land divestments/acquisitions.
8. Prepare an annual list of all contracts awarded/terminated, licenses issued, properties acquired/divested by Public Sector organisations, to guide the Audit process.
9. Report breaches/violations discovered in the contracts monitoring process to the Director of Investigation.
10. Monitor and assess the adequacy of responses to audit recommendations and post audit reviews to evaluate progress in the implementation of approved recommendations.
11. Contribute to the review and improve special audits processes, in cases of suspected fraudulent activities/misappropriation and recommend improvements/solutions to the Director of Investigation.
12. Review and recommend improvement to the Contract Monitoring and Investigation processes, where necessary. Provide advice, on Contract Auditing matters, as requested.

**Monitoring and Reporting**

1. Contribute to the preparation of the Division’s, monthly performance report and attend monthly Divisional meetings.

**EDUCATIONAL REQUIREMENTS & EXPERIENCE**

**Qualifications:**

* Association of Chartered Certified Accountant (ACCA) or the Certified Internal Auditor (CIA) or equivalent qualification.

**Experience:**

* Minimum of four (4) years’ experience in the Public or Private Sector in a similar capacity.

**Skills & Competencies**

* Training in Investigative Techniques (Financial & otherwise).
* 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.
* Experience and understanding of the GOJ’s operations, in particular, its Declaration 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 integrations and coordinating diverse areas of management and administration.
* High level of communication 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.
* Manages continuity, change and transition and knows how to influence and enable others.

**Specific Knowledge**

* Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the mandates of the Commission.

**Working Conditions**

* Typical office environment, however some travel required.
* Irregular hours from-time-to-time.

# Occasional exposure to hostile environment.

# EMOLUMENTS PACKAGE

Basic Salary $1,472,132 - $1,749,902 per annum

Travelling Allowance $894,924.00 per annum

A gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

Applications, along with Curriculum Vitae, must be submitted no later than **Wednesday, August 12, 2020** at **4:00 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](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.**