

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Corruption Prevention Officer**

##### **Job Summary**

The incumbent is accountable to the Senior Corruption Prevention Officer for the efficient and effective gathering, analysis and review of public body practices and procedures, inclusive of the proactive assessment of information relating to the prevention and detection of corruption within Government of Jamaica Public Bodies.

The Corruption Prevention Officer will also be responsible for positing recommendations for remedial action to correct identified deficiencies in the practices and procedures of Public Bodies, in keeping with the provisions of the Integrity Commission Act, other applicable legislation, policies and guidelines, in order that the Entity achieves its long-term objective of detecting, preventing and reducing the likelihoods of acts of corruption.

##### **Major Responsibilities**

1. Critically examine and interrogate, in a systematic manner, as instructed, the practices and procedures of GOJ Public Bodies which may reduce the likelihood or the occurrence of acts of corruption;
2. Develops objective, coherent and practical remedial recommendations in relation to the revision of Public Body practices and procedures, in a timely manner, which will aid in effectively preventing, detecting and reducing the likelihood of acts of corruption.
3. Develops and contributes to the work plans and the strategic direction of the Unit and Division by providing objective and informed feedback on impact of initiatives and interventions in the Public Bodies.
4. Contributes to the Corruption Prevention Division's strategic engagement activities, resulting in the Division's Annual Operational Plans being aligned to the Commission's Strategic Business Plan.
5. Annually update, in conjunction with the Senior Corruption Prevention Officer, own Job Accountability and Performance Targets aligned to the Entity's Strategic Plan.
6. Develops in conjunction with the Senior Corruption Prevention Officer, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
7. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures/Monitoring Process.

8. Liaises with assigned Public Bodies and provide accurate feedback and technical guidance as it relates to corrective measures, proposed policies and practices which will foster an environment and culture of anti-corruption and anti-bribery.
9. Prepares 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 benchmark standards for future improvements.
10. Liaises with officers from the Investigations Division, and the Information and Complaints Division, in keeping with the Inter-Division Protocol, to obtain such information as is necessary to create a preliminary profile of the needs and situational analysis of assigned public bodies, in relation to non-conformance with government contracting/licensing rules/asset declaration practices, and such other anti-corruption tools/standards, as may be utilized by the GOJ.
11. Keeps current with all legislations and best practices relating to anti-corruption, government contracts, licences and permits, and apply such knowledge in the execution of assigned tasks.
12. Prepares Status Reports as required.
13. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
14. 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 Public Administration/Business Administration/Management Studies, Political Science or other related field;
- Formal Training and law experience in the application and use of Government of Jamaica Procurement Policies and Guidelines.
- Minimum of three (3) years' experience in a similar position, whether regulatory or compliance, preferably in a Public Sector Organisation.

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

- Graduate degree in Business Administration/Finance/Law/Public Policy.
- Formal training and/or certification in Investigations, Compliance or Corporate Governance.
- Knowledge of GOJ operational policies and procedures across a wide group of Ministries/ Departments and Agencies.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.

- Training in 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.
- Experience and understanding of the GOJ's operations in particular to Contract Administration, Operations and Financial Administration.
- 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.

### **Working Conditions**

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

### **EMOLUMENTS PACKAGE**

Basic Salary	\$2,760,501.00 - \$3,281,368.00 per annum
Travelling Allowance	\$894,924.00 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, September 23, 2022 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
PIOJ Building, 1<sup>st</sup> 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.**