

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Crime Analyst**

The incumbent is accountable to the Manager, Intelligence, and Witness Management for the effective and efficient achievement of the Entity's investigation Strategic Objectives for the Integrity Commission to achieve its Mission and Vision sustainably.

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

#### **Execution**

1. Gather data and conduct data analysis of data and other related evidence gathered to derive insights and reconstruct events leading to corrupt activities and/ or procurement breaches, as well as, to identify patterns of behavior to predict likely occurrence or reoccurrence of crime/corrupt activities.
2. Provides support to all other Units in the Investigation Division, through the application of detailed analysis of data gathered for investigation, auditing, and/or monitoring purposes.
3. Maintains intelligence and other information files in collaboration with the Intelligence Officer.
4. Prepares and submits detailed reports of findings, conclusions, and recommendations to the Manager, Intelligence, and Witness Management
5. Contribute to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Intelligence and Witness Management Unit, resulting in the Integrity Commission's Annual Strategic Plan, Corporate Plan, and Budget.
6. Develop an Individual Development Plan (IDP) in conjunction with the Manager, Intelligence and Witness Management, following the Performance Review as per the Performance Management System.
7. Contribute to the establishment and maintenance of a comprehensive case management system for the effective tracking, management, and reporting of cases.
8. 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 crime analyst activities.
9. Reports breaches/violations discovered during the analysis of Public Bodies to the Manager, Intelligence, and Witness Management/ Director, Investigation.
10. Contribute to the preparation of the Intelligence and Witness Management 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.

11. Prepare PowerPoint Presentation and Associate Link Charts to inform the Director of Investigation and the Manager, Intelligence, and Witness Management.
12. Use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate, and use multiple sources of information to effectively inform decisions and outcomes.
13. Dissect problems into meaningful parts and use logic and judgment to determine the accuracy and relevance of data. Identify and reconcile gaps, uncertainties, and key assumptions of data.
14. Establishing trusted networks of key contributors within the Integrity Commission and law enforcement community to share information and analytic insights that will lead to action on critical issues on any corrupt activities and/ or procurement breaches, as well as, to identify patterns of behavior to predict likely occurrence or reoccurrence of crime or corrupt activities.
15. Develop collaborative information and knowledge-sharing networks and build alliances with colleagues and counterparts within an area of professional and technical expertise to help combat any act of corruption and matters being investigated by the Integrity Commission.
16. Applying legal, privacy, and security guidelines, restrictions, and operational privacy and security practices to intelligence sharing, storage, and analysis of data.
17. Maximizing transparency within applicable laws and regulations and dealing with sensitive issues along with collaboration across organizational and functional boundaries to share the work, avoid duplication, and increase analytic impact.
18. Maintain awareness of changing conditions, current events, and cultural and historical contexts that lead to corrupt activities and/ or procurement breaches, as well as, identify patterns of behaviour to predict the likely occurrence or reoccurrence of crime/corrupt activities.
19. Exploiting Intelligence reports as sources for identifying and monitoring significant trends and patterns in the illegal award, termination, and/or implementation of Government contracts, the issuance of licenses and permits, and the registration of contractors.
20. Adapt behaviour and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Be open to change and new information.
21. Communicate information in a concise and organized manner in the proper format. Produce written material that is appropriate for the intended audience. Recognize and use correct grammar, punctuation, and spelling.

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

- Undergraduate Degree with an emphasis in Public Administration, Sociology, Statistics, and Research or equivalent qualification.
- Minimum of four (4) years of experience in the Public or Private Sector in a similar capacity.

## **Other Desirable Qualifications and experience that would be an asset**

- Experience in intelligence gathering and research.
- Extensive knowledge of computer analytics tools.
- Certification in Crime Analysis.

## **Desired Skills & Competencies**

- Training in Investigative (Financial & otherwise) Techniques.
- Training in Research and Statistical Methods.
- Reasoning Power - the ability to make on-the-spot assessments 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 detail.
- Experience and understanding of the GOJ's operations in particular its declarations management, procurement processes, issuance of licenses and permits, and the divestment and acquisition of property.
- 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, models behavior, develops people, and builds teams.
- Ability to inspire confidence in others, command the respect of others, and 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 of information-gathering techniques

- Comprehensive knowledge of the principles and practices of big data analyses and investigative techniques
- Comprehensive knowledge of statistical methods and analysis.
- 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 is required.
- Irregular hours from time to time.
- Occasional exposure to hostile environment.

### **EMOLUMENTS PACKAGE**

Basic Salary                      \$6,333,301.00 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, November 29, 2024 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.**