

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Cyber Accounting Officer**

##### **Job Summary**

The Cyber Accounting Officer is accountable to the Senior Cyber Accounting Officer for the effective and efficient achievement of the Entity's Investigation Objectives, in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Contribute to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigations Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. In conjunction with Senior Cyber Accounting Officer, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develop, in conjunction with Senior Cyber Accounting Officer, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Liaises with the Senior Cyber Accounting Officer in the planning and execution of Contract, Procurement and Corruption investigation matters.
5. Performs data recovery investigations and analyses information gleaned from computer hard drives and other data storage devices, such as zip and flash drives, that have been deleted, damaged or otherwise manipulated in relation to an investigation.
6. Use of technical skills to dissect files and information that have been hidden, deleted or lost in helping the Investigations Division to evaluate its relevance to the case under investigation.
7. Transfer relevant/data evidence into a format that can be used for legal purposes i.e. criminal trials.
8. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
9. Gathers intelligence 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.
10. Contribute to the preparation of the Investigation Division'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.

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

- Undergraduate Degree in Computer Science, Information Technology; (preferably) with an understanding of Accounting.
- Certified Forensic Computer Examiner (CFCE) certification would be an asset.
- Minimum of three (3) years' experience in a similar role based at a Public or Private Sector entity.

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

- Not Applicable

### **Desired Skills & Competencies**

- Training in Investigative (Cyber) Techniques.
- 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' 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.
- Knowledge in finance, human resources, planning, evaluation and sound governance.
- 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.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.

### **Specific Knowledge**

- Expert knowledge of the GOJ's procurement guidelines and Public Procurement Act;
- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Familiarity with international procurement best practices.

### **Working Conditions**

- Typical office environment.
- Irregular and unscheduled hours.
- Travel required periodically.
- Some mental pressure due to demand by the general public.

### **EMOLUMENTS PACKAGE**

<b>Basic Salary</b>	<b>\$2,760,501.00 – 3,281,368.00 per annum</b>
<b>Travelling Allowances</b>	<b>\$894,924.00 per annum</b>

### **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 DECLARATION 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, July 1, 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.**