**INTEGRITY COMMISSION**

**CAREER OPPORTUNITY**

The Integrity Commission invites eligible candidates to submit applications for the position of **Cyber Accounting Officer.** The Cyber Accounting Officer is accountable to the Director of Investigation 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.

**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 for the Investigation 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 Director of Investigation, own Individual Development Plan (IDP) following the Performance Review, as per the Performance Management System.

**Execution**

1. Liaises with the Director of Investigation in the planning and execution of contract and procurement investigation matters.
2. 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.
3. Use of technical skills to dissect files and information that have been hidden, deleted or lost in helping the Investigation Division to evaluate its relevance to the case under investigation.
4. Transfer relevant data/evidence into a format that can be used for legal purposes, i.e. criminal trials.
5. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
6. Gathers intelligence in relation to breaches of the GOJ procurement guidelines.

**Monitoring and Reporting**

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

**EDUCATIONAL REQUIREMENTS & EXPERIENCE**

**Qualifications:**

* Undergraduate Degree in Cyber Forensics.
* Undergraduate Degree in Computer Science, Information Technology, preferably with an understanding of Cyber Forensic Analysis.
* Certified Forensic Computer Examiner (CFCE) Certification, Encase Certified Examiner (ENCE) Certification, Global Accredited Cybersecurity Education (ACE) Certification or equivalent qualification would be an asset.

**Experience:**

* Minimum of three (3) years’ experience in a similar role in the Public or Private Sector.

**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 communication skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the society.
* Shares the Commission’s values, Mission and Vision.

**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.
* Irregular and unscheduled hours.
* Travel required periodically.

# EMOLUMENTS PACKAGE

Basic Salary $2,527,931 - $3,004,916 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.**