

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Declaration Verification Officer (Information and Complaints Division)

The Integrity Commission invites eligible candidates to submit applications for the position of **Declaration Verification Officer**. The Declaration Verification Officer is accountable to the Manager of Declarations for the efficient and effective receipt, processing (accuracy, security and validation) and Preliminary Examination of Statutory Declarations submitted by Public Officials.

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

1. Develop, in consultation with the Manager of Declarations, own Job Accountability and Performance Targets; ensuring alignment to the Integrity Commission's Strategic Plan.
2. Contribute to the systematic update of the Electronic Declarations System.
3. Develop and maintain strategic relationships with stakeholders and partners to promote compliance with the Integrity Commission Act.
4. Conduct Preliminary Examination of Statutory Declarations duly completed by "Public Officials" to ensure accuracy and full disclosure.
5. Require further information from Declarants to ensure completeness of Statutory Declarations.
6. Conduct relevant research as requested by the Manager of Declarations.
7. Provide advice on Records Management as requested.

Qualifications:

- Undergraduate Degree in Management Studies, Business Administration, Finance, Communications, Information Management or related discipline.

Experience:

- Minimum of three (3) years' working experience in a Public or Private Sector entity, preferably in a Customer Service or Information Management environment.

Skills & Competencies

- Shares the Commission's values, mission and vision.
- Excellent Analytical Skills.
- Training in Investigative (Financial & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Proficiency in the use of Microsoft Office Suite.
- 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.
- Works on own initiative and result oriented.

Specific Knowledge

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Documentation and Record Management Systems.
- Working knowledge of the Access to Information Act.

Working Conditions

- Typical office environment, however some travel required.
- Irregular hours from time to time.
- Occasional exposure to hostile environment.
- Some mental pressure due to demand by stakeholders

EMOLUMENTS PACKAGE

Basic Salary: \$1,472,132 - \$1,749,902 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, January 22, 2021 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

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.