

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Declarations Verification Officer**

#### **Job Summary**

The Declarations Verification Officer is accountable to the Manager, Declarations for the efficient and effective receipt, processing (accuracy, security, validation and availability) and Preliminary Examination of Statutory Declarations provided by Public Officials and added to the Commission's database.

#### **Major Responsibilities**

1. Develops, in conjunction with the Manager, Declarations, own Job Accountability and Performance Targets; ensuring alignment to the Department's and Commission's Strategic Plan.
2. Develops, in consultation with the Manager, Declarations, own Individual Development Plan (IDP) following the performance Review as per the Performance Management System.
3. Contributes to the execution of the Commission's Document Information Management System to ensure consistency, efficiency and effectiveness in keeping with best practices.
4. Contributes to the systematic update of the Document Information Management System to ensure that it accurately captures all individuals required to submit statutory declarations consistent with the requirements of the Integrity Commission Act.
5. Develops and maintains strategic relationships with partners to promote compliance with the Integrity Commission Act.
6. Audits and Assesses the accuracy of data provided by external partners regarding the eligibility of public officials with respect to filing statutory declarations.
7. Receives and validates information from relevant forms duly completed by "Public Officials" to ensure its compliance to specification.
8. Conducts preliminary assessment of Declarations to ensure completeness.
9. Requires of Declarants, further information or action to ensure completeness of Declarations.
10. Archives inactive files in accordance with the Commission's Document Information Management Policy.
11. Provides logistics management in the collection of statutory declaration submitted by Public Officials during the Declaration peak periods.
12. Provides supervision in the registration of statutory declarations submitted by Public Officials during the statutory declaration peak periods.

13. Responds to requests from internal customers for documents and information in accordance with the Commission's Document Information Management policy.
14. Conducts relevant research and provides recommendation with respect to the requisition of Declarants.
15. Provides advice on Records Management as requested.
16. Examines highly confidential database to assess the completeness of the information provided by declarants.
17. Consistently develop, define, modify and implement effective algorithms leveraging analytical tools to objectively identify high-risked declarants.
18. Develop and implement search criteria to objectively identify high-risk declarants for examination.
19. Identify and make recommendations for the detailed review of high-risked declarants.
20. Conducts Third-Party Verifications as required.
21. Makes recommendation for the certification of declarants.
22. Contributes to the relevant performances, variances, diagnoses and prognoses in the Division's monthly performance report; attend the monthly Divisional meetings enabling collective performance management of the organization.
23. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

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

- Undergraduate Degree in Management Studies, Business Administration, Finance, Communications, Information Management or related discipline.
- Minimum of three (3) years' experience in a similar position, preferably in a Business Administration or Information Management environment.

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

- Not Applicable

### **Desired 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.
- 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.
- Works on own initiative, trustworthy and result oriented.
- Effectively plan and manage time.
- Consistently display integrity, modeling behaviour, developing people and building teams.

### **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	\$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 30, 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.**