

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Director, Corporate Services**

#### **Job Summary**

The Director of Corporate Services, under the general supervision of the Executive Director, has the primary responsibility for the strategic development and management of the Commission's human resources, procurement, records management, facilities management and office services.

The Director of Corporate Services will have the responsibility, *inter alia*, for:

- Planning, organizing, controlling and coordinating the Human Resources functions of the Integrity Commission.
- Coordinating the efficient procurement of goods, works and services for the Commission.
- Coordinating all office management functions for the Commission.
- Reviewing, managing and coordinating the Performance Management and Improvement Systems of the organization.
- Creating a work environment that enhances a positive employer/employee relationship, and which fosters employee attitudes that are consistent with the organization's mission and values.

#### **Major Responsibilities**

##### **Administration and Business Planning**

1. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Corporate Services Division; resulting in the organization's bi-annual Corporate Plan and Budget and annual Operational Plan.
2. Leads the preparation of the Corporate Services monthly performance report. Attends Team Meetings to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
3. Annually updates individual Job Accountabilities and Performance Targets for all Direct Reports; ensuring alignment to the Commission's Strategic Plan.
4. Develops, in conjunction with each Direct Report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
5. Constantly reviews the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
6. Leads, constantly reviews and improves the implementation of the Department's Strategic Plan, monitors performance and recommend initiatives; leads changes where necessary to achieve agreed objectives.
7. Develops, implements and maintains an Occupational Health and Safety Programme for the Commission.

8. Prepares the Executive Director's Quarterly Reports for submission to the Commissioners.
9. Performs any other related tasks, functions and duties as may, from time to time, be assigned by the Executive Director.

### **Human Resource Management**

1. Leads the development of a Strategic Human Resource Development Plan for the Commission.
2. Leads, constantly reviews and improves the organization's Recruitment process, ensuring that the Commission has the right talent with the right skills, knowledge and attitude to execute the strategy.
3. Provides direction to the Human Resource Manager on functions relating to advertisement, recruitment, orientation, evaluation and administration of personnel.
4. Develops and interprets human resources policies and ensures their application according to established procedural guidelines as they relate to the Commission.
5. Ensures a satisfactory working climate by addressing conciliatory issues relating to staff.
6. Ensures the provision of personnel services by monitoring the organization's personnel needs and monitoring leave and records administration.
7. Analyses the organization's needs and establishes a programme for succession planning.
8. Researches, informs and arranges training to meet the organization's needs.
9. Administers financial assistance to staff (for example, emergency salary advances, motor vehicle loans, etc.).
10. Performs any other related tasks, functions and duties as may, from time to time, be assigned by the Executive Director.

### **Office Management**

1. Leads, manages and constantly reviews and improves the Organization's security systems, ensuring a safe place for clients and team members and the protection of the Organization's assets.
2. Leads, manages and constantly reviews and improves the Commission's procurement and inventory processes, ensuring adherence to the GOJ Procurement Policies and Guidelines and that the Organisation has the required goods and services to deliver on its Mission and Vision.
3. Formulates policies relating to the approval, procurement and management of supplies.
4. Leads, constantly reviews and improves the delivery processes and systems, ensuring that the organization's goods and correspondences are delivered and received effectively and efficiently.
5. Maintains the Commission's Library.
6. Leads, manages and constantly reviews and improves the facilities' development and maintenance processes, ensuring a comfortable environment for Team Members, Clients and members of the Public.

7. Liaises with the respective landlords on property maintenance related issues; and periodically participates in lease negotiations.
8. Develops an Emergency Operations and Disaster Management Plan for the Commission; operationalizing and maintaining the Plan, coordinating the necessary training and response to any man-made or natural disasters.
9. Leads and manages the audit of assets, and identifies those requiring repairs, replacement or those that should be destroyed through the Board of Surveys process.
10. Oversees the Commission's ancillary services and ensures that the physical office spaces are conducive to promoting productivity.
11. Performs any other related tasks, functions and duties as may, from time to time, be assigned by the Executive Director.

### **Records Management**

1. Provides overall direction of the activities and operations of the Registry.
2. Develops, implements and maintains a records management policy for the Commission utilizing technology as a platform.
3. Establishes and coordinates the operation of correspondence control and registry system, including receipts, dispatch, classification and numbering of correspondence.
4. Ensures the Commission's Registry and filing systems are up-to-date.
5. Maintains the File Index System, file storage and reference services.
6. Performs any other related tasks, functions and duties as may, from time to time, be assigned by the Executive Director.

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

- Master's Degree in Business Administration, Human Resource Management, Organizational Development or Public Administration.
- At least (7) years' experience at the senior management level in a comparable size Organization.
- Demonstrated experience in managing a Corporate Services functions and responsibilities of an Organization.

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

- Experience in Facilities Management.
- Project Management Certification.

## **Desired Skills & Competencies**

- Demonstrates critical competencies in commitment to results, business savvy, leading change and motivational techniques.
- Identifies relevant information and helps transform the information into individual and organizational knowledge and learning.
- Manages business continuity, change and transition and knows how to influence and enable others to adapt to the changed environment and culture.
- Clear understanding and working knowledge of labour laws/issues and the ability to apply these to a variety of situations using a pragmatic and common-sense approach.
- Shares the Commission's values, mission and vision.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Excellent Communication skills, to include, public speaking, the management of meetings, report writing and presentation.
- Competence in the use of Microsoft Office Suite.
- Good judgment, analytical and problem-solving skills.
- Excellent interpersonal, people management, time management and social skills

## **Specific Knowledge**

- In-depth knowledge of the Integrity Commission Act and any other Acts or Legislation governing the operation of the Integrity Commission.
- Excellent knowledge of procedures and principles governing Human Resource Management; including staffing, performance management, job analysis, employee development and compensation and benefits administration.
- Keen knowledge of office administration processes.
- Excellent knowledge of the GoJ Public Procurement Act, processes and guidelines.
- Excellent knowledge of record keeping and Registry Systems.
- Excellent knowledge of Corporate Governance Framework and Asset Management Standards.
- Comprehensive knowledge of Labour Laws, and Industrial Relations principles and practices.

## **Working Conditions**

- Typical office environment.
- Irregular hours from time to time.
- Travel may be required periodically.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$4,500,000.00 - \$5,349,086.00 per annum  
Travel 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 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, August 20, 2021 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.**