

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Director, Corruption Prosecution

Job Summary

The Director of Corruption Prosecution is accountable to the Board of Commissioners and the Executive Director for the achievement of the Entity's Corruption Prosecution 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 Corruption Prosecution Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. Lead the Strategic Planning process for the Corruption Prosecution Division; resulting in the annual Division's Strategic Plan and Budget aligned to the Commission's Strategic Plan.
3. Annually update Job Accountabilities and Performance Targets for all Direct Reports; ensuring alignment to the Commission's Strategic Plan.
4. Develop, in conjunction with each Direct Report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
5. Constantly review the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
6. Subject to the powers conferred on the Director of Public Prosecutions by section 94 of the Constitution of Jamaica, institute, undertake and have the conduct of prosecutions in respect of acts of corruption and offences committed under the Integrity Commission Act.
7. Provide legal advice to the Commission on matters concerning acts of corruption and offences committed under Integrity Commission Act.
8. Collaborate with the Asset Recovery Agency established under the Proceeds of Crime Act, in relation to the conduct of proceedings with respect to the seizure, restraint, forfeiture or recovery of any property relating to acts of corruption.
9. Perform such other prosecutorial functions relating to acts of corruption as may, from time to time, be assigned to him by the Integrity Commission's Act or any other enactment.
10. Conduct all criminal proceedings, in relation to the Integrity Commission Act or any other enactment, in accordance with any prosecutorial code of practice that may be implemented by the Director of Public Prosecutions from time to time.

11. Acting on own volition or upon the request of the Commission, request an opinion from the Director of Public Prosecutions as to whether or not to initiate criminal proceedings in respect of any matter that has been referred to him/her under the Integrity Commission Act or any other enactment or on a point of law.
12. Manage the relationship and communication between key stakeholders concerned by the investigation results process and the prosecution process.
13. Implement ways of working to make the corruption prosecution process more efficient and effective without compromising due process and staff welfare.
14. Direct the preparation of the Corruption Prosecution's Division's monthly performance report in the Balanced Scorecard format; then lead the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
15. Attend the Management, Board and Subcommittee meetings to keep the organization updated on key issues regarding the Integrity Commission.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Law (LLB) along with Certificate of Legal Education (CLE).
- Minimum of ten (10) years' experience as an Attorney-at-Law with some prosecutorial experience

Other Desirable Qualifications & Experience that would be an asset

- Post Graduate Degree, Undergraduate Degree or other Professional Certification in Management from a recognized institution.
- Experience in Supervisory Management.

Desired Skills & Competencies

- 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.
- Training in Prosecution Techniques.
- 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.

- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.
- Manages continuity, change and transition and knows how to influence and enable others.

Specific Knowledge

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.

Working Conditions

- Typical office environment.
- Irregular hours from time to time.
- Travel required periodically.
- Some mental pressure due to demand by the General Public.

EMOLUMENTS PACKAGE

Basic Salary \$11,455,206.00 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, March 28, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
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.