

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Ethics and Code of Conduct Officer**

##### **Job Summary**

The incumbent is accountable to the Manager, Anti-Corruption Outreach and Education for the development and preparation of codes of conduct and other advisory material relating to anti-corruption, and the provision of guidance to Public Bodies with respect to matters within the purview of the Integrity Commission Act.

The Ethics and Code of Conduct Officer will ensure Public Officers/Officials/Public Bodies are proactively engaged to, amongst other things, a) provide clarity around anti-corruption principles and integrity standards, b) provide guidance aimed at eliminating conflict of interests, and c) to have a functional understanding of the requirements, obligations and penalties under the Integrity Commission Act.

The Officer will have responsibility, under the supervision of the Manager, Anti-Corruption Outreach and Education, for developing the requisite material, programmes, interventions and activities to inculcate an integrity mindset amongst GOJ Public Officers/Officials and will assist in the dissemination of the referenced guides and educational material to stakeholders.

In the performance of these duties, the Officer will be required to keep abreast of international best practices and contemporary ideas in the field of ethics, codes of conduct and anti-corruption.

##### **Major Responsibilities**

1. Researches, collates and consolidates, as appropriate, the numerous codes of conduct, guidelines and advisory material available within the GOJ, and utilise same to inform the creation and adoption of a uniform code of conduct applicable to different categories of public bodies, and public officers/officials.
2. Prepares for adoption and approval, minimum ethical compliance standards across all functions of the GOJ, as it regards anti-corruption efforts and/or agreed upon anti-corruption strategies.
3. Ensures the development, implementation and continuous evolution of the codes of conduct, anti-corruption and compliance guides in relation to the Integrity Commission Act, as well as recommending and participating in impactful initiatives for raising awareness of anti-corruption core values, ethical standards and expected conduct.
4. Ensures GOJ Public Bodies/Officers/Officials are proactively engaged, to achieve clarity around integrity standards.
5. Ensures appropriate guidance is available and provided to Public Bodies and Officials on matters which are within the purview of the Integrity Commission Act.

6. Ensures that there are appropriate mechanisms for a coherent application of codes of conduct, the anti-corruption and ethics standards, driving the culture of integrity, accountability, transparency across GOJ Public Bodies/Officers/Officials
7. Ensures, in conjunction with the Manager, Anti-Corruption Outreach and Education, that there are relevant anti-corruption and ethics training opportunities for all personnel (i.e. from on-boarding and as a component of continuous professional development).
8. Establishes effective relationships with external organisations, with a similar mandate/training responsibility to enable an effective exchange of best practices and lessons learnt.
9. Contributes to the implementation of anti-corruption programs and activities that are part of the Integrity Commission's Strategic Corruption Prevention and Anti-Corruption strategy.
10. Ensures that appropriate tools and evaluation mechanisms are in place to provide regular feedback on the existing ethics and anti-corruption initiatives and guidance being provided, to ensure their continued relevance to day-to-day operations, also in the light of external benchmarking or best practices.
11. Drives the development and implementation of best practice and innovation within Public Bodies with regard to codes of conduct and ethics.
12. Contributes to the Corruption Prevention, Stakeholder Engagement and Anti-Corruption Strategy process, resulting in the annual Division's Strategic Plan being aligned to the Integrity Commission's Strategic Plan.
13. Annually updates, in conjunction with the Manager Anti-Corruption Outreach and Education, own Job Accountability and Performance Targets aligned to the Entity's Strategic Plan.
14. Develops in conjunction with the Manager Anti-Corruption Outreach and Education, own Individual Development Plans (IDPs) following the Performance Review as per the Performance Management System.
15. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures.
16. Liaises with Public Officers/Officials, as required, and provides accurate feedback and technical guidance as it relates to ethical compliance, anti-corruption guidelines and other matters within the purview of the Integrity Commission Act.
17. Keeps current with all legislations and best practices relating to anti-corruption educational initiatives/methodologies.
18. Prepares Status Reports as required.
19. Attend the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

20. Performs any other related duties that may be assigned from time to time by the Director or by the Executive Director.

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

- Undergraduate Degree in Political Science, Management Studies/ Business Administration, Law or other related field,
- Working knowledge of rules, policies and regulations governing the conduct of public offices in Jamaica.
- Minimum of two (2) years' experience in a similar position, preferably in a Public Sector Organisation and/or similar organization

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

- Post-Graduate degree in Business Administration/Finance/Law or relevant discipline.
- Experience in developing learning resources and disseminating publication material to a wide cross section of stakeholders.
- Formal training/certification or demonstrated experience in public speaking/delivering presentations.
- Formal Training in Compliance, Ethics, Enterprise Risk Management/Corporate Governance and/or Anti-Corruption.

### **Desired Skills & Competencies**

- Shares the Integrity Commission's values, mission and vision.
- Training in outreach, compliance, anti-corruption and ethics.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Excellent Analytical Skills.
- Experience and understanding of the GOJ's operations in particular Corporate Governance, Administration and Financial Administration.
- 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.
- Ability to effectively plan and manage time.

### **Specific Knowledge**

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of the operational environment of GOJ Public Bodies, inclusive of current performance and compliance standards.
- Working knowledge of the GOJ Corporate Governance Framework, Staff Orders and other applicable codes of conduct governing the operations of Ministries, Departments and Agencies.
- Working knowledge and familiarity with Public Sector Governance and Management issues within the contemporary Commonwealth and international arena.

### **Working Conditions**

- Typical office environment, with regular travel required to Public Bodies.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment

### **EMOLUMENTS PACKAGE**

**Basic Salary**                      **\$3,770,761.00 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 26, 2024 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.**