

# INTEGRITY COMMISSION

## CAREER OPPORTUNITY

### Financial Investigators

The Integrity Commission invites eligible candidates to submit applications for the position of **Financial Investigator**. The Investigator (Declarations & Financial) is accountable to Manager – Declarations & Financial Investigations for the effective and efficient achievement of the Entity's Financial Investigation Objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

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

#### Execution

1. Liaises with the Manager – Declarations & Financial Investigations in the planning and execution of Financial investigation matters.
2. Independently conducts criminal and civil investigations under the Corruption Prevention Act, the Integrity Commission Act and the Protected Disclosures Act.
3. Performs research and collects data through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
4. Performs any combination of the following in the execution of duties:
  - a. Checks (credit sources) banking and public records;
  - b. Develops financial and behavioural profiles of persons accused of bribery and corruption;
  - c. Computes net worth statements so as to determine illicit income;
  - d. Confers with Attorneys, Tax Administration officials and employees, and with members of the other law enforcement agencies;
  - e. Assisting Attorneys in the preparation of criminal cases for trial;
5. Documents all evidence and enter as evidentiary documentation in relation to each investigation.
6. Collates all the findings and source documents related to each investigation.
7. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
8. Coordinates and supervises all financial investigation matters.
9. Monitors departmental bureaucratic processes to identify where there are inordinate delivery time and customer dissatisfaction.
10. Monitors departmental bureaucratic processes to identify where there are unauthorized service providers (touts) operating at the public entities.
11. Monitors the publications of local and international anti-corruption institutions in order to identify and report to the Manager – Declarations & Financial Investigations on any new practices that would aid in combating corruption.

12. Reports to the Manager – Declarations & Financial Investigations any new solutions gained on attendance of conferences, seminars, courses etc. that would assist in the fight against corruption.
13. Identifies breaches in the procurement process and recommend and appropriate investigation approach and methodology.
14. Monitors and train designated officers in the investigation of protected disclosures.
15. Manages the relationship and communication between key stakeholders concerned by the investigation process or the investigation results.
16. Ability to look for and implement opportunities for making the investigation process shorter without compromising due process and staff welfare.

### **Planning**

17. In conjunction with Manager – Declarations & Financial Investigations annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
18. Develop, in conjunction with Manager – Declarations & Financial Investigations, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.

### **Monitoring and Reporting**

19. Contribute to the preparation of the Investigation Division's monthly performance report in the Balanced Scorecard format; then attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

### **Qualifications:**

- Undergraduate Degree in Economics, Management Studies, Finance, Accounting, LLB or equivalent qualification.

### **Experience:**

- Minimum of three (3) years' experience in Public or Private Sector in similar capacity.

### **Skills & Competencies**

- Training in Investigative (Financial, Accounting, Auditing, Fraud Investigation & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership, ability to delegate and manage time effectively.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Translates broad goals into achievable steps.
- 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.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.

### **Specific Knowledge**

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the mandates of the Commission.

### **Working Conditions**

- Typical office environment, however some travel required.
- Irregular hours from time to time.
- Occasional exposure to hostile environment.

### **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 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, February 4, 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.**