

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Financial Investigator**

##### **Job Summary**

The Financial Investigator, Declarations & Financial Investigations is accountable to the Senior Financial Investigator, 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.

##### **Major Responsibilities**

1. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigations Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. In conjunction with the Senior Financial Investigator, Declarations & Financial Investigations, annually update, Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develops, in conjunction with the Senior Financial Investigator, Declarations & Financial Investigations, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Liaises with the Senior Financial Investigator, Declarations & Financial Investigations in the planning and execution of financial investigation matters.
5. Independently conducts criminal and civil investigations under the Corruption Prevention Act, the Integrity Commission Act and the Protected Disclosures Act.
6. 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.
7. Performs any combination of the following in the execution of duties:
  - i. Checks (credit sources) banking and public records;
  - ii. Develops financial and behavioural profiles of persons accused of bribery and corruption;
  - iii. Computes net worth statements so as to determine illicit income;
  - iv. Confers with Attorneys, Tax Administration officials and employees, and with members of the other law enforcement agencies;
  - v. Assisting Attorneys in the preparation of criminal cases for trial;

8. Documents all evidence and enter as evidentiary documentation in relation to each investigation.
9. Collates all the findings and source documents related to each investigation.
10. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
11. Coordinates and supervises all financial investigation matters.
12. Monitors departmental bureaucratic processes to identify where there are inordinate delivery time and customer dissatisfaction.
13. Monitors departmental bureaucratic processes to identify where there are unauthorized service providers (touts) operating at the public entities.
14. Monitors the publications of local and international anti-corruption institutions/watchdogs in order to identify and report to the Senior Financial Investigator, Declarations & Financial Investigations on any new practices that would aid in combating corruption.
15. Reports to the Senior Financial Investigator, Declarations & Financial Investigations any new solutions gained on attendance of conferences, seminars, courses etc. that would assist in the fight against corruption.
16. Identifies breaches in the procurement process and recommend and appropriate investigation approach and methodology.
17. Gathers intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.
18. Extracts information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.
19. Monitors and train designated officers in the investigation of protected disclosures.
20. Manages the relationship and communication between key stakeholders concerned by the investigation process or the investigation results.
21. 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.
22. Performing any other related duties that may be assigned from time to time by the Senior Financial Investigator, Declaration and Financial Investigations or by the Manager, Declaration and Financial Investigations.

## **Minimum Required Qualifications and Experience**

- Undergraduate Degree in Economics, Management Studies, Finance or equivalent qualification.
- Minimum of three (3) years' experience in Public or Private Sector in similar capacity.

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

- Not Applicable

## **Desired Skills & Competencies**

- Training in Investigative (Financial & otherwise) Techniques.
- 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.
- 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 any other such Acts or Legislation governing the operation of the Integrity Commission.

## **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 demands of the Job.

## **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, November 25, 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.**