**INTEGRITY COMMISSION**

**CAREER OPPORTUNITY**

Inspector, Contract Monitoring

The Integrity Commission invites eligible candidates to submit applications for the position of **Inspector, Contract Monitoring.** The incumbent in accountable to the Team Leader – Contract Monitoring for efficient and effective gathering and analyzing of evidence for contract violations under the Integrity Commissions’ Act in order that the Entity achieves its Mission and Vision in a sustainable manner.

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

**Execution**

1. Investigate allegations that involve or may involve an act of corruption or any allegation relating to non-compliance, in accordance with the provisions of the Integrity Commission’s Act.
2. Monitor and investigate the processes regarding the award, implementation and termination of Government Contracts with a view to ensuring that: -
3. They are awarded impartially, on merit and in a financially prudent manner and in circumstances which **do not** involve impropriety, breach of any applicable law relating to procurement or other irregularity, and that the implementation or termination of the contract conforms to the terms thereof, without prejudice to the functions of any public body in relation to the contract.
4. Monitor and investigate the processes regarding the grant, issue, variation, suspension or revocation of government licenses and permits, with a view to ensuring that:
5. The circumstances of such grant, issue, variation, suspension or revocation **do not** involve impropriety or breach of any applicable law relating to procurement or other irregularity, and where appropriate, that the prescribed license is used in accordance with the terms and conditions thereof.
6. Gather evidence in relation to violation of GOJ procurement Policies and Guidelines and determine where there have been improprieties or irregularities.
7. Keep current with all legislations relating to government contracts, licences and permits.
8. Report breaches/violations discovered in the Issuing of Licenses, Permits, Contracts Procurement and implementation to the Team Leader, Contracts Monitoring.
9. Prepare Status Reports as required.
10. Interrogate Government policies and procedures to determine whether they facilitate corruption and make appropriate recommendation.

**Planning**

1. Contribute to the Contracts Monitoring Department Planning process, resulting in the annual Division’s Strategic Plan and Budget aligned to the Merged Entity’s Strategic Plan.
2. Annually update, in conjunction with the Team Leader – Contract Monitoring, own Job Accountability and Performance Targets aligned to the Entity’s Strategic Plan.
3. Develop in conjunction with the Team leader, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.

**Monitoring and Reporting**

1. Contribute to the preparation of the Investigation Department’s monthly performance report, attend the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

**Qualifications:**

* Undergraduate Degree in Management Studies, Business Administration, Urban & Regional Planning, Construction or any other built environment subject area.
* Formal Training in the Government Procurement Policies and Guidelines.

**Experience:**

Minimum of three (3) years’ experience in a similar position, preferably in a Public Sector Organisation

**Skills & Competencies**

* Shares the Commission’s values, mission and vision.
* Training in Investigative (Financial & otherwise) Techniques.
* Reasoning Power - ability to make on-the-spot assessment of situations.
* Excellent Analytical Skills.
* Experience and understanding of the GOJ’s operations in particular to Contract Administration and the Issuance of Licences and Permits.
* 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.
* 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 mandates of the Commission.
* Sound knowledge of the Government Procurement Guidelines.

**Working Conditions**

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

# EMOLUMENTS PACKAGE

Basic Salary $2,527,931.00 - $3,004,916.00 per annum

Travelling Allowance $894,924.00 per annum

Applications, along with Curriculum Vitae, must be submitted no later than

**Wednesday, July 15, 2020** at **4:00 p.m. by hand** or **electronically, by 11:59 p.m.** to:

The Human Resource Manager

Integrity Commission

PIOJ Building, 1st 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.**