**INTEGRITY COMMISSION**

**CAREER OPPORTUNITY**

 Inspector, Licensing, Land Divestment/Acquisition

The Integrity Commission invites eligible candidates to submit applications for the position of **Inspector, Licensing, Land Divestment/Acquisition.** The incumbent is accountable to the Team Leader – Licensing, Land Divestment/Acquisition for the 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 the issuance of Licenses, Land divestment and Acquisition, in accordance with the provisions of the Integrity Commission’s Act.
2. Monitor and investigate the processes regarding the grant, issue, variation, suspension or revocation of government licenses and permits, 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 or guidelines governing the processes or other irregularities.
4. Monitor and investigate the processes regarding the divestment/acquisition of properties on behalf of the Government of Jamaica, with a view to ensuring that:
5. The circumstances of such acquisition/Divestment **do not** involve impropriety or breach of any applicable law relating to acquisition/disposal of state-owned properties or any other irregularity, and where appropriate, that the approved terms and conditions are fulfilled.
6. Update the case management system to facilitate the effective tracking, management of and reporting on cases at all stages of investigations.
7. Gather evidence in relation to violation of GOJ procurement Policies and Guidelines and determine where there have been improprieties or irregularities.
8. Maintain a professional relationship is maintained with all key stakeholders concerned with the monitoring and investigation process.
9. Report breaches/violations discovered in the Issuing of Licenses, Properties Acquired/Divested to the Team Leader - Licensing and Land Divestment/Acquisition.
10. Prepare status reports, as required.

**Planning**

1. Contribute to the Licensing, Land Divestment/Acquisition 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 – Licensing and Land Divestment/Acquisition, 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 Licensing, Land Divestment/Acquisition 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, Law, Management Studies or Business Administration.
* Formal Training in the Government Procurement Policies and Guidelines.
* Training in conveyancing, land valuation, land surveying or any other related discipline would be an asset.

**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 Techniques.
* Excellent Reasoning Power and Analytical Skills.
* Ability to plan and organize within a constantly changing environment and prioritize among conflicting demands.
* Manages continuity, change and transition and knows how to influence and enable others.
* Experience and understanding of the GOJ’s operations in particular to the Issuance of Licences/Permits, Land Acquisition/Divestment.
* Anticipates and solves problems and takes advantage of opportunities.
* Consistently displays integrity, model behavior, develops people and builds teams.
* 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.

**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 Policies and 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

**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.**