

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Inspector, Contract Monitoring

Job Summary

The incumbent is accountable to the Senior Inspector, Contract Monitoring for the efficient and effective gathering and analyzing of evidence for procurement and contract implementation, conformance and/or violations in accordance with, amongst others, the Integrity Commissions' Act in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Contracts Monitoring Department's planning process, resulting in the annual Division's Strategic Plan and Budget aligned to the Commission's Strategic Plan.
2. Annually updates, in conjunction with the Senior Inspector, Contract Monitoring, own Job Accountability and Performance Targets aligned to the Commission's Strategic Plan.
3. Develops in conjunction with the Senior Inspector, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Investigates 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.
5. Monitors and investigates the processes regarding the award, implementation and termination of Government Contracts with a view to ensuring that: -
 - i. 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.
6. Assesses the regularity of the tender and contract award procedures for assigned Procuring Entities to ensure that there is conformance with the GOJ Public Procurement Act and/or any other applicable procurement procedures which will include:
 - i. Inspection of all tender documents, opening recordings, evaluation reports and approvals.
 - ii. Assess whether contracts are executed within the time and cost agreed in the contract document, and that any variations are appropriately documented and approved.
7. Physical inspection and monitoring of construction work sites, as applicable, to assess whether the contract is being executed in keeping with the applicable terms and conditions and that all

applicable regulatory provisions are adhered to, inclusive of the acquisition of any relevant prescribed licence.

8. Physical inspection of the delivery of services and goods contracts as applicable, to assess whether the procured items are received in keeping with the terms and conditions of the contract.
9. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures/ Monitoring Process.
10. Liaises with Procuring Entities on a daily basis and provide accurate feedback and technical guidance as it relates to their procurement practices/contract execution.
11. Prepares timely reports or correspondence on any weaknesses in systems and procedures employed by Public Bodies and posit remedial recommendations to solve current issues and benchmark standards for future improvements.
12. Gathers evidence in relation to violation of GOJ procurement Policies and Guidelines and determine where there have been improprieties or irregularities.
13. Keeps current with all legislations and best practices relating to government contracts, licences and permits.
14. Reports breaches/violations discovered in the issuing of licenses, permits, contracts procurement and implementation, where applicable, to the Senior Inspector, Contracts Monitoring.
15. Prepares Status Reports as required.
16. Contributes to the preparation of the Investigation Department's monthly performance report and attend the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
17. Performs any other related duties that may be assigned from time to time by the Senior Inspector or the Manager, Contract Monitoring or Director of Investigation.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Management Studies/ Business Administration, or other related field;
- or
- Undergraduate Degree in Construction Management, Engineering;
- Minimum of three (3) years' experience in a similar position, preferably in a Public Sector Organisation or a minimum of two (2) years working in a regulatory/compliance environment or an Anti-Corruption environment.

Other Desirable Qualifications & Experience that would be an asset

- Formal training and/or certification in Investigations, Compliance or Project Management.
- Formal training and/or certification in Supervisory Management.
- Knowledge of GOJ operational policies and procedures across a wide group of Ministries/ Departments and Agencies.

Desired 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 any other such Acts or Legislation governing the operation of the Integrity Commission.
- Sound knowledge of the Government Procurement Guidelines and the Public Procurement Act and Regulations

Working Conditions

- Typical office environment, with local travel required.
- Willingness to work beyond normal working hours as the situation may demand.

- Occasional exposure to hostile environment.
- Mental pressure due to demands of the Job.

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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 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, January 26, 2024 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
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.