

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Inspector, Licensing and Asset Divestment/Acquisition

Job Summary

The incumbent is accountable to the Senior Inspector, Licensing and Asset Divestment/Acquisition for the efficient and effective gathering and analysing of evidence for contract violations, under the Integrity Commissions' Act, in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Licensing and Asset Divestment/Acquisition Department Planning process, resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commissions' Strategic Plan.
2. Annually updates, in conjunction with the Senior Inspector, Licensing and Asset Divestment/Acquisition, own Job Accountability and Performance Targets aligned to the Entity'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 the issuance of Licenses and Asset Divestment/Acquisition, in accordance with the provisions of the Integrity Commission's Act.
5. Monitors and investigates the processes regarding the grant, issue, variation, suspension or revocation of government licenses and permits, 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 or guidelines governing the processes or other irregularities.
6. Monitors and investigates the processes regarding the divestment/acquisition of assets on behalf of the Government of Jamaica, with a view to ensuring that:
 - i. The circumstances of such acquisition/divestment **do not** involve impropriety or breach of any applicable law relating to acquisition/disposal of state-owned assets or any other irregularity, and where appropriate, that the approved terms and conditions are fulfilled.
7. Maintains a comprehensive system to track patterns relating to the award and use of prescribed licences across select Public Bodies.

8. Assesses with regularity the licensing procedures for assigned Procuring Entities to ensure that there is conformance with the applicable legislation/regulations and or procedures which may include:
 - i. Inspection of all tender documents, opening recordings, evaluation reports and approvals, where applicable.
 - ii. Assess whether the licences are granted in accordance with applicable legislation, within the designated timeframes, and that any variations are appropriately documented and approved.
 - iii. Assesses whether the revocation of licences was undertaken in accordance with applicable legislation
 - iv. Assess whether the use of the licence is in accordance with the terms and condition
9. Physical inspection and monitoring, as applicable, to assess whether the licence is being used in accordance with the applicable terms and conditions and that all regulatory provisions are adhered to.
10. Physical inspection and verification of the assets which are being acquired/divested, to assess whether the assets are in keeping with the general, specific and/or legal descriptions and stated physical conditions.
11. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures/ Monitoring Process.
12. Liaises with Procuring Entities on a daily basis and provide accurate feedback and technical guidance as it relates to its prescribed licensing and asset divestment/acquisition activities.
13. 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.
14. Gathers information in relation to violations/inadequacies of GOJ prescribed licensing, divestment and acquisition policies and guidelines and determines where there have been improprieties or irregularities.
15. Maintains a professional relationship with all key stakeholders concerned with the monitoring and investigation process.
16. Reports breaches/violations discovered in the issuing of Licenses, Assets Acquired/Divested to the Senior Inspector, Licensing and Asset Divestment/Acquisition for such further consideration/action.
17. Prepares status reports, as required,
18. Contributes to the preparation of the Licensing and Asset Divestment/Acquisition Department's monthly performance report and attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

19. Performs any other related duties that may be assigned from time to time by the Senior Inspector or the Manager, Licensing and Asset Divestment/Acquisition.

Minimum Required Qualifications and Experience

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

Other Desirable Qualifications & Experience that would be an asset

- Formal Training in the Government Procurement Policies and Guidelines/Public Private Partnerships would be an asset.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Training in Investigative (Financial & otherwise) 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.
- INPRI certification

Specific Knowledge

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Knowledge of the GOJ Land Divestment Policies, Privatisation Manual and Public Private Partnerships.
- Knowledge of Government prescribed licences.

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

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Basic Salary: \$4,266,270.00 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, August 30, 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.