

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Intelligence Officer

Job Summary

The incumbent is accountable to the Manager – Intelligence and Witness Management and is responsible for utilizing various information gathering and data analysis techniques to critically analyse information gathered, placing the same into context to determine importance, reliability, and relevance to the investigation portfolio of the Integrity Commission. The incumbent is also responsible for planning and assisting the investigation process of the Integrity Commission by liaising with law enforcement agencies, international partners, and other stakeholders to gather intelligence concerning matters of a highly confidential and secret nature to unearth acts of corruption and impropriety.

Major Responsibilities

1. Contribute to the Intelligence and Witness Management Unit's Planning process, resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commission's Strategic Plan.
2. Annually update, in conjunction with the Manager – Intelligence and Witness Management Unit, own Job Accountability and Performance Targets aligned to the Entity's Strategic Plan.
3. Develops in conjunction with the Manager – Intelligence and Witness Management Unit, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Gathers intelligence about 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. Directs and coordinates the work of investigators by:
 - i. Providing the staff with technical guidance on areas such as intelligence gathering, assessment, and investigative techniques.
 - ii. Review preliminary assessments and recommendations of investigators and formulate conclusions regarding the need for further intelligence gathering.
 - iii. Developing and analyzing existing procedures about their effectiveness.
 - iv. Coordinating staff meetings on special problems, and keeping staff informed regarding significant developments in the programme.
6. Develop methods to obtain information on known, potentially high-impact, and complex cases.
7. Conduct surveillance and monitor suspects.

8. Conducts witness/potential witness interviews to ascertain clues, time frames, and other evidence to substantiate allegations.
9. Collaborates with investigation teams in monitoring and investigating the processes regarding the award, implementation, and termination of Government Contracts to ensure 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 about the contract/license.
 - ii. Contracts are implemented and licenses are utilized in accordance with the applicable terms and conditions and the implementation of same does not involve impropriety, irregularities, and/or acts of corruption.
10. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures/ Monitoring Process.
11. Articulates findings and conclusions in a format that can be easily understood and present expert testimony in a court of law.
12. Gathers intelligence in relation to violation of GOJ procurement Policies and Guidelines and determine where there have been improprieties/ irregularities and acts of corruption
13. Report breaches/violations discovered in the Issuing of Licenses, Permits, Contracts Procurement and implementation to the Senior Inspector, Contracts Monitoring.
14. Keep current with all legislation and best practices relating to government contracts, licenses, and permits and maintain compliance with external regulations and internal policies.
15. Crafts policies to guide the treatment of unusual, controversial, and complex issues.
16. Recommends legislative reforms to reduce the likelihood or the occurrence of acts of corruption.
17. Prepares Status Reports as required.
18. 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 Director of Investigation.

Minimum Required Qualifications and Experience

- Certification in Intelligence and/or Investigations from an accredited institution or the police force
- Undergraduate Degree in Statistics or Management Studies or other related field

- Three (3) years of working experience in investigating major crimes, corruption, or working in an intelligence agency/department.

Other Desirable Qualifications and experience that would be an asset

- Training in the Government Procurement Policies and Guidelines.
 - Formal training in Criminology.
 - Graduate Degree in Business Administration/Finance/Law.
 - Graduate Degree in Procurement.
 - Training in intelligence gathering and source handling.
- Supervisory experience would be an asset

Desired Skills & Competencies

- Shares the Commission's values, mission, and vision.
- Training in intelligence gathering and investigative (Covert operative or otherwise) Techniques.
- Excellent judgment, decision-making and problem-solving skills
- Excellent analytical skills with the ability to make on-the-spot assessments of situations
- 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 the confidence of others, command the respect of others, and respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites and statistical analysis tools.
- 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 associated with the discharge of the Commission's mandate.
- Knowledge of investigation, intelligence, and data analysis techniques

Working Conditions

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

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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, February 2, 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.