

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Investigating Officer, Contract, Procurement & Corruption Investigation**

The Integrity Commission invites eligible candidates to submit applications for the position of **Investigating Officer, Contract, Procurement & Corruption Investigation**. The Investigator is accountable to the Manager, Contract, Procurement & Corruption Investigation, for the effective and efficient achievement of the Entity's Contract & Procurement Investigations, in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

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

#### **Execution**

1. Liaise with the Manager – Contract & Procurement Investigations in the planning and execution of contract and procurement investigation matters.
2. Perform research and collect data through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
3. Document all evidence and enter as evidentiary documentation in relation to each investigation.
4. Collate all the findings and source documents related to each investigation.
5. Create a formal report in respect of each investigation that outlines all the facts and presents relevant conclusions, findings and recommendation.
6. Identify breaches in the procurement process and recommend appropriate investigative approach and methodology.
7. Gather intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.
8. Extract information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.
9. Ability to look for and implement opportunities for making the investigation process shorter without compromising due process and staff welfare.
10. Perform detailed analysis of information received and ensure that 100% of all data is reviewed and incorporated in reports.
11. Conduct personal due diligence checks of reports to ensure evidentiary cogency and coherence between all sections
12. Effectively manage the critical path of the production of investigations reports and ensure that all outputs are controlled.

## **Planning**

13. Contribute to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigations Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
14. In conjunction with the Manager, Contract & Procurement Investigations, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
15. Develop, in conjunction with the Manager, Contract & Procurement Investigations, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
16. In conjunction with the Manager, Contract & Procurement Investigations, identify the purpose and scope of all investigations and ensure that all are conducted in an objective manner.

## **Monitoring and Reporting**

17. Contribute to the preparation of the Investigation Division's monthly performance; attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

## **Qualifications:**

- Undergraduate Degree in Economics, Management Studies, Finance, Law, Audit, Accounting or equivalent qualification.

## **Experience:**

- Minimum of three (3) years' experience in Public or Private Sector in a similar capacity.

## **Skills & Competencies**

- Training in Investigative (Financial & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership and the ability to work well in teams and inspire confidence from team members.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- Knowledge in planning evaluation and sound governance.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.

- Ability to be entrusted with confidential information.
- Strong analytical skills, the ability to collect, organise and analyse with attention to detail and accuracy.

### **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.

### **Working Conditions**

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

### **EMOLUMENTS PACKAGE**

Basic Salary	\$2,760,501.00 - \$3,281,368.00 per annum
Travelling Allowance	\$894,924.00 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 Declarations 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, September 23, 2022 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
PIOJ Building, 1<sup>st</sup> 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.**