

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Legal Officer**

#### **Job Summary**

The incumbent is accountable to the Executive Director and the Legal Counsel and is responsible, amongst other things, to provide legal support and advice to the Director of Investigation on all matters affecting the Integrity Commission so as to enable the Investigation Division to carry out its monitoring and investigation functions and mandates effectively and efficiently and in conformance with the law. The Legal Officer will also provide legal support to the Director of Information and Complaints and staff in the execution of their respective functions and ensure that there is compliance with all relevant laws, regulations and all applicable Government procedures.

#### **Major Responsibilities**

1. In consultation with the Legal Counsel, contributes to the development of the Investigation Division's, and Information & Complaints Division's Operational and Strategic Planning process, resulting in the Divisions' Annual Strategic and Operational Plans being aligned to the Commission's Strategic Plan.
2. In consultation with the Legal Counsel, briefs and provides expert legal advice, counsel and guidance to the Director of Investigation on all matters which are related to the discharge of the Investigation Division's functions and mandates under the Integrity Commission Act.
3. Subject to the direction of the Executive Director, assists the Legal Counsel in the discharge of his/her functions and acts as Legal Counsel in the absence of the Legal Counsel.
4. In consultation with the Legal Counsel, liaises with the Director of Information and Complaints to provide expert legal opinion on matters pertaining to the receipt and examination of statutory declarations and complaints, as necessary, for the effective discharge of the Division's mandate.
5. Assesses existing legislations and provide advice to the Legal Counsel, the Director of Investigation and the Director of Information & Complaints on legislative reforms and codes of conduct which are considered necessary to reduce the likelihood or the occurrence of acts of corruption.
6. In consultation with the Legal Counsel, prepares, develops, reviews, approves and/or submits all requisite documentation in respect of all matters which are to be referred to the Director of Corruption Prosecution and/or the Director of Public Prosecutions (DPP), or which are to become the subject of any proceedings in any court of law to which the Integrity Commission is a party or in which it may have an interest.

7. Liaises with Judges of the Parish Court and or Justices of the Peace to obtain warrants for the entry of non-government owned premises for the purposes of gathering evidence for ongoing investigations, where deemed necessary.
8. Liaises with the Attorney General's Chambers and other Government and State Authorities on matters of law which affect or impact the functions and work of the Commission.
9. Assists ongoing investigations by scrutinizing the terms and conditions of government contracts awarded by procuring entities and providing legal opinions to the Manager, Contract Monitoring regarding legal obligations of the parties involved and breaches thereof.
10. Provides expert legal guidance and opinion on investigations into all matters relating to the grant, issue, variation, suspension or revocation of prescribed licences and breaches identified in the terms and conditions governing the use of such licences.
11. Provides legal support in investigations of the sale and/or purchase of any property to determine violations with Government of Jamaica Policy Framework and Procedures Manual for the Divestment of Government-owned Lands and any other relevant legislation.
12. Instructs, briefs and/or liaises with Witnesses *via* the Witness Court Liaison Officer on any legal matter pertaining to witnesses and their welfare.
13. Attends court and/or to conduct legal proceedings for and on behalf of the Integrity Commission.
14. Observes and/or to participates in proceedings in court and/or in Parliament for and on behalf of the Integrity Commission.
15. Ensures that the work, operations and functions of the Integrity Commission are carried out, discharged and performed in strict conformance with all applicable laws, regulations and Government procedures.
16. Drafts relevant reports or communications in connection with or in furtherance of the policies, work or recommendations of the Integrity Commission.
17. Researches and analyzes the implications of laws, legislation and policy guidelines, or changes thereto, which may affect the organization.
18. Ensures that all staff members are aware of and adhere to the policies, procedures and regulations of Government.
19. Engages in the continuous review of all legal documents, literature and legislations for use by the Integrity Commission, and to render advice thereon, *inter alia*, as to their legal implications.
20. Prepares Status Reports as required.

21. Represents the Integrity Commission at meetings and conferences, as may be required.
22. Contributes to the Division's monthly and quarterly performance report and attend monthly Departmental meetings to discuss performance.
23. Performs such other tasks, functions and duties as may, from time to time, be assigned by the Executive Director, the Legal Counsel, the Director of Investigation and the Director of Information & Complaints.

### **Minimum Required Qualifications and Experience**

- Bachelor of Laws (LLB)
- Legal Education Certificate (LEC)
- Four (4) years' experience as a practicing attorney in the public or private sector at a supervisory level.

### **Other Desirable Qualifications & Experience that would be an asset**

- Master of Law (LLM)
- Certification in Project Management.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- Excellent knowledge of Jamaican law
- Excellent knowledge of the Integrity Commission's policies and procedures
- Excellent presentation, oral and written communication skills
- Good problem solving skills and tenacity
- Good leadership and interpersonal skills
- Excellent teamwork skills
- High level of confidentiality, honesty and integrity.

### **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 the Public Procurement Act, 2018 and Public Procurement Regulations, 2019

- Knowledge of Conveyancing

### **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.

### **EMOLUMENTS PACKAGE**

Basic Salary: \$6,333,301.00 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, August 15, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
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.**