

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY Legal Secretary**

The Integrity Commission invites eligible candidates to submit applications for the position of **Legal Secretary**. The incumbent is accountable to the Director of Corruption Prosecution for the effective and efficient execution of legal functions assigned 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:**

1. Manages diary of the Director of Corruption Prosecution.
2. Prepares affidavits of documents and reproduces manuscripts and briefs prepared by the Team, including information dictated in an accurate and presentable manner.
3. Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases; and, submits articles and information from searches to attorneys for review and approval for use.
4. Assembles and disseminates information to internal and external personnel as required and prepares report and written materials for presentations, meetings and conferences and responds to routine and other correspondence as directed.
5. Maintains copy files of official correspondence received by email and of computer generated documents.
6. Researches and analyses law sources such as Statutes Laws of Jamaica, Revenue Laws, Legal Articles, Treaties, Constitutions, Tariff and Legal codes to prepare legal documents such as; Briefs, Pleadings, Appeals, Contracts, Initial and Amended Articles of Incorporations etc.
7. Monitors and manages requirements with respect to matters before the court in accordance with the relevant stage of the proceedings.
8. Exercises the highest level of confidentiality and integrity.
9. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

### **EDUCATIONAL REQUIREMENTS & EXPERIENCE**

Ideal candidates will be required to meet the following criteria:

#### **Qualifications:**

- Undergraduate Degree/LLB in Law, Management Studies or equivalent qualification/training.
- Certificate from a recognized institution in administrative or secretarial studies.
- Paralegal training would be advantageous.

#### **Experience:**

- At least five (5) years' experience in a similar position

## Skills & Competencies

- Comprehensive knowledge of Commission's activities, policies and procedures.
- Working knowledge of business laws, commercial practices, and, international trade practices and policies.
- Working knowledge of the applicable rules of criminal practice and procedure and the relevant constitutional laws.
- Excellent human relations skills and the ability to interact with individuals at all levels.
- Experience assisting management with the creation of report presentations.
- Meticulous and accuracy in work product.
- Good integrity and character.
- Ability to exercise the highest level of confidentiality.

## Specific Knowledge

- Expert Knowledge of the Act governing the operation of the Integrity Commission.
- Training in records management and exposure to office management and procurement procedures.

## Working Conditions

- Typical office environment
- Irregular hours from time to time
- Some mental pressure due to demand by Team Members

## EMOLUMENTS PACKAGE

Basic Salary	\$1,472,132 - \$1,749,902 per annum
Travel 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, January 29, 2021 at 4:00 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.**