

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Legal Secretary

Job Summary

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.

Major Responsibilities

1. Contribute to the Corruption Prosecution Strategic Planning process; resulting in the annual cascaded Strategic Plan, and Balanced Scorecard for the Division.
2. Develop, in consultation with the Director, own Job Accountability and Performance Targets aligned to the Division's Strategic Plan and Balanced Scorecard.
3. Develop, in consultation with the Director; own Individual Development Plan following the annual Performance Review as per the Performance Management System.
4. Manage diary of the Director of Corruption Prosecution.
5. Prepares affidavits of documents and reproduces manuscripts and briefs prepared by the Team, including information dictated in an accurate and presentable manner.
6. 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.
7. Maintains an effective documentation/filing system that allows confidentiality, security and speedy retrieval of documents/information in accordance with established standards.
8. 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.
9. Processes incoming and outgoing correspondence in accordance with established procedures for the Division.
10. Maintains copy files of official correspondence received by email and of computer generated documents.
11. Route files and correspondence within the Division/Department assigned, ensuring that confidentiality of incoming and outgoing documents is maintained.

12. Make, receive and screen telephone calls; respond to routine enquiries and take appropriate actions.
13. 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.
14. Coordinate the activities, assignments and commitments of the members of the Division.
15. Monitor and manage requirements with respect to matters before the court in accordance with the relevant stage of the proceedings.
16. Liaise with the Human Resources and Corporate Services Division to provide the relevant assistance and support to the members of the Division.
17. Exercise the highest level of confidentiality and integrity.
18. Perform such other related tasks, functions or duties as may, from time to time, be assigned by the Director.
19. Contribute to the preparation of the Division's monthly performance report in the Balanced Scorecard format; then attend the monthly Divisional meeting enabling collective performance management of the Division

Minimum Required Qualifications and Experience

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

Desired 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.
- Effective listening, verbal and written communications skills.

- Working knowledge of computer applications with strengths in Microsoft Word, Excel and PowerPoint.
- Experience assisting management with the creation of report presentations.
- Ability to meet and establish deadlines.
- Meticulous and accuracy in work product.
- Good Interpersonal and social skills.
- Good integrity and character.
- Ability to exercise the highest level of confidentiality.
- Excellent analytical, decision making, time management and stress management skills

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

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| Basic Salary | \$1,607,568.00 - \$1,910,893.00 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, 1st Floor
16 Oxford Road
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.