

INTEGRITY COMMISSION

CAREER OPPORTUNITY

The Integrity Commission invites eligible candidates to submit applications for the position of **Legal Secretary**. Under the supervision of the Director of Corruption Prosecution, the Legal Secretary is accountable for providing effective and efficient administrative support for the Division, 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. Manage the diary of the Director of Corruption Prosecution.
2. Prepare affidavits and reproduce manuscripts and briefs prepared by the Team, including information dictated in an accurate and presentable manner.
3. Review legal publications and perform database searches to identify laws and Court decisions relevant to pending cases; and, submit articles and information from searches to Attorneys for review and approval for use.
4. Maintain an effective documentation/filing system that allows for the confidential, secure and speedy retrieval of documents/information in accordance with established standards.
5. Assemble and disseminate information to internal and external personnel as required and prepare reports and written material for presentations, meetings and conferences and respond to various forms of communication.
6. Process incoming and outgoing correspondence in accordance with established procedures for the Division.
7. Maintain copy files of official correspondence received by email and of computer generated documents.
8. Route files and correspondence within the Division/Department assigned, ensuring that confidentiality of incoming and outgoing documents is maintained.
9. Exercise the highest level of confidentiality and integrity.
10. Perform such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

Planning

11. Contribute to the Division's Strategic Planning process, resulting in the annual cascaded Strategic Plan and Balanced Scorecard for the Division.
12. Develop, in consultation with the Director, own Job Accountability and Performance Targets aligned to the Division's Strategic Plan and Balanced Scorecard.
13. Develop, in consultation with the Director; own Individual Development Plan following the annual Performance Review as per the Performance Management System.

Monitoring and Reporting

14. 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.

EDUCATIONAL REQUIREMENTS & EXPERIENCE

Ideal candidates will be required to meet the following criteria:

Qualifications:

- Certificate from a recognised institution in Administrative or Secretarial Studies.
- Paralegal training would be advantageous.

Experience:

- At least three (3) years' experience in a similar position.

Skills & Competencies

- Comprehensive knowledge of the Integrity Commission's activities, policies and procedures.
- Working knowledge of the applicable rules of criminal practice and procedure and the relevant constitutional laws.
- Excellent interpersonal and social 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 in assisting management with the creation of report presentations.
- Ability to meet and establish deadlines.
- Meticulous and accurate in work produced.
- Possess a high standard of 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 and unscheduled hours.

EMOLUMENTS PACKAGE

Basic Salary \$1,138,353 - \$1,353,144 per annum

Applications, along with Curriculum Vitae, must be submitted no later than Friday, **June 26, 2020**
at **4:00 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.