

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Manager, Anti-Corruption Outreach and Education

Job Summary

The incumbent is accountable to the Director, Corruption Prevention, Stakeholder Engagement and Anti-Corruption Strategy, for the provision of operation and strategic leadership to the Unit to effectively and efficiently discharge corruption prevention measures, programmes and activities, pursuant to Section 6 of the Integrity Commission Act, 2017.

In the discharge of the assigned Section 6 functions, the Manager will be responsible for developing, administering and delivering educational programmes, outreach activities and the development of codes of conduct in relation to anti-corruption within the Jamaican landscape.

The post holder will be required to undertake such actions and activities as are necessary to educate members of the Public and Private sectors whilst ensuring that the Commission's anti-corruption efforts are visible, coherent and easily accessible, whilst delivered to all stakeholders.

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

Major Responsibilities

1. Supervises and coordinates the timely development, finalisation and submission of the Commission's Annual Report, in keeping with the requirements of Section 36(2) of the Integrity Commission Act.
2. Leads the process for the preparation, adoption and approval, of minimum ethical compliance standards across all functions of the GOJ, as it regards anti-corruption efforts and/or agreed upon anti-corruption strategies.
3. Provides leadership and technical guidance on the development and implementation of corruption prevention strategies and related educational programs that promote accountability at all levels within GOJ Public Bodies.
4. Conceptualises and leads the development and delivering of anti-corruption training and education initiatives within the Public and Private Sectors, whilst leading the team in the training and sensitisation of multiple stakeholders inclusive of educational institutions and the general public.
5. Develops and actively implements the Public Relations and Corporate Event Management processes and work programme, ensuring the presence of positive images for the Commission and its key stakeholders.
6. Effectively manages the development of communications and outreach products for and on behalf of the Integrity Commission whilst overseeing the implementation, quality assurance reviews, and effective communication strategies and material to target audiences.
7. Leads the development and drafting of complex material for the Commission's internal and/or external newsletters, periodicals, reports and books and edits drafts prepared by officers.
8. Researches and conceptualises innovative corruption prevention programs and practices, incorporating the use of traditional and leading-edge learning and development techniques.

9. Spearheads and supervises all work related to the execution of conferences, outreach activities, meetings and stakeholder sessions, ensuring that delivery occurs on time, within budget and in keeping with the highest standards.
10. Successfully drives change and continuously improves corruption resistant systems, processes and practices.
11. Develops Individual Development Plans (IDPs) for Officers within the Unit following the Performance Review as per the Performance Management System.
12. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
13. Performs such other duties, as required, in accordance with strategic objectives, business plans, and priorities of the Commission pursuant to the Integrity Commission Act.

Minimum Required Qualifications and Experience

- Graduate Degree in Public Administration, Public Sector Management, Law, Governance, General Management, Mass Communications or related field.
- Formal Training and practical experience working in the field of Anti-Corruption, Compliance, Education or Communications.
- Minimum of six (6) years' experience in a similar position, including senior management experience, preferably in a Public Sector Organisation.
- Project Management Training and/or Certification.
- Demonstrated experience building relationships and partnerships, and communicating effectively across a wide stakeholder group.
- Demonstrated experience working with the nuances and cultural dynamics of the Jamaican anti-corruption environment.

Other Desirable Qualifications & Experience that would be an asset

- Three (3) years' experience at the senior management level leading a diverse team of professionals, in a similar environment.
- Demonstrated experience developing strategic working relationships with local and international stakeholders at the highest level.
- Experience and/or specialized training in anti-corruption initiatives and reforms.
- Formal training/certification and/or demonstrated experience in public speaking/delivering presentations and brand management.

Desired Skills & Competencies

- Shares the Integrity Commission's values, mission and vision.
- Training in outreach, compliance, anti-corruption best practices and ethics.
- Reasoning Power - ability to make on-the-spot assessment of situations.

- Excellent Analytical Skills.
- Experience and understanding of the GOJ's operations and, in particular, Public Procurement, Corporate Governance, Administration and Financial Administration.
- High level of personal skills to make formal persuasive presentations to multifaceted and multi-cultural groups and to deal effectively with people from varying socio-economic and cultural backgrounds.
- Anticipates and solves problems and takes advantage of opportunities.
- Project management and demonstrated coordination skills across a wide spectrum of operational activities involving multiple stakeholders.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites.
- Excellent oral and written communication skills to include public speaking, the management of meetings involving senior public officials, and report writing.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and results oriented.
- Ability to effectively plan and manage time.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of the operational environment of GOJ Public Bodies, inclusive of current performance and compliance standards.
- Working knowledge of the local private sector environment,
- Knowledge of the local anti-corruption framework and reform initiatives.
- Knowledge of communication barriers within the local context and challenges in the articulation and acceptance of reform initiatives.

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.

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Basic Salary: \$7,716,512.00 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 DECLARATION 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 25, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
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.