

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Manager, Anti-Corruption Policy & Strategic Engagement

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 providing sound technical advice to the Commission and subsequently the Minister, for the necessary anti-corruption legislative reform and adoption of best practices.

The post holder will be required to operationalise all activities related to the development of a national anti-corruption strategy whilst simultaneously engaging local and international stakeholders to aid in building effective and meaningful relationships, and at all times fostering a proactive culture of compliance, deterrence and trust in the anti-corruption efforts and strategic objectives of the Commission.

Major Responsibilities

1. Leads the Unit in the development and execution of a work programme designed to identify and implement sustainable interventions aimed at taking necessary actions and effective measures for the prevention and detection of corruption within public bodies.
2. Leads and supervises the team to examine the procedures and practices of public bodies in a systematic manner and positing coherent and practical recommendations for the revision of those practices and procedures which may reduce the likelihood or the occurrence of acts of corruption.
3. Prepares and provides effective and timely advice to the Commission on sensitive and high risk matters related to corruption prevention and detection.
4. In conjunction with the Director, leads the coordination of the development and implementation of a national anti-corruption strategy.
5. Monitors issues, trends and best practices locally, regionally and internationally and in response develop collaborative strategies for the detection, prevention and reduction in the likelihood of corruption in public bodies.
6. Leads programme activities and research which are aimed at determining the extent of losses, financial and otherwise, to the public and private sectors as a result of acts of corruption and bribery.
7. Monitors and evaluates the effectiveness of policies and programs based upon research and the analysis of data and ensures that opportunities to examine systemic misconduct and corruption,

highlighted by the examination and review of public bodies' practices and procedures, investigations or similar activities are acted upon.

8. Develops working relationship, strategic partnerships and alliances, as are necessary to collaborate or co-operate with other persons or bodies, locally, regionally and international, which are duly authorized to prevent, combat and investigate acts of corruption, so as to implement an integrated approach to the eradication of corruption.
9. Maintains a knowledge database and applies working experience of contemporary practices and principles applicable to the corruption prevention function, whilst managing a team to achieve measurable benefits for the organisation.
10. Leads the process to develop advisory briefs to the Commission and the Minister on the adoption of international best practices relating to the prevention of corruption.
11. Provides the Commission and Minister with advice on legislative reform as deemed necessary by the Commission to reduce the likelihood of the occurrence of acts of corruption.
12. Successfully driving change and continuously improving corruption resistant systems, processes and practices.
13. Develops Individual Development Plans (IDPs) for Officers within the Unit following the Performance Review as per the Performance Management System.
14. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
15. 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

- Post Graduate Degree in Public Administration, Public Sector Management, Law, Governance, General Management or related field.
- Formal Training and practical experience working in the field of Anti-Corruption, Compliance and/or Governance.
- 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, securing programme assistance, funding and the participation of bilateral partners and international organisations in building anti-corruption capacity within the local context.
- 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.

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 GOJ Corporate Governance Framework, Staff Orders and other applicable codes of conduct governing the operations of Ministries, Departments and Agencies.
- Knowledge of the Financial Administration and Audit Act, the Public Bodies Management and Accountability Act, the Corruption Prevention Act, the GOJ Procurement Act, Regulations and Ministerial Orders.
- Knowledge of the local anti-corruption framework and reform initiatives.
- Knowledge of International Anti-Corruption Conventions and Treaties, best practices and legislative reforms.

Working Conditions

- Typical office environment, with travel required, locally and internationally.
- 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 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, May 9, 2025 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.