

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Manager, Contracts, Procurement & Corruption Investigations**

##### **Job Summary**

The Manager, Contracts, Procurement and Corruption Investigations is accountable to the Director of Investigation for the achievement of the Entity's Contract, Procurement and Corruption Investigation objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigation Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget being aligned.
2. In conjunction with the Director of Investigation, annually updates Job Accountabilities and Performance Targets of Direct Reports; ensuring alignment to the Division's Strategic Plan.
3. Develops, in conjunction with Director of Investigation, Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Develops, in conjunction with each Direct Report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
5. Constantly reviews the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
6. Liaises with the Director of Investigation in the planning and execution of all special investigation matters.
7. Performs research and collects data through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
8. Documents all evidence and enter as evidentiary documentation in relation to each investigation.
9. Collates all the findings and source documents related to each investigation.
10. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
11. Liaises, on a day to day basis, with the other Divisional Managers to ensure that the requisite levels of support is provided.

12. Identifies breaches in the procurement process and recommend an appropriate investigation approach and methodology.
13. Gathers intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.
14. Develops strategies which will facilitate the effective and efficient execution of matters which are to be investigated.
15. Responsible for the overall day to day management of the Contract, Procurement and Corruption Investigations Unit.
16. Makes recommendations to the Director of Investigation concerning strategy or any other action which needs to be taken in respect of matters to be investigated.
17. Extracts information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.
18. Manages the relationship and communication between key stakeholders concerned by the investigation process or the investigation results.
19. Where appropriate, facilitates and arrange joint or concomitant investigations with investigators from other international organizations and/or national authorities.
20. Ability to look for and implement opportunities for making the investigation process shorter without compromising due process and staff welfare.
21. Supervises the work of the Unit by:
  - Conducting meetings to clarify general issues relating to the performance of their work
  - Provide clarification, instructions & advice to individual investigators to facilitate them in carrying out their work
  - Monitors the process of work to ensure that output is satisfactory and that deadlines are met
  - Prioritise work of the Contracts, Procurement & Corruption Investigations Unit and makes assignments accordingly.
22. Contributes to the preparation of the Investigation Division's monthly performance report and attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
23. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

## **Minimum Required Qualifications and Experience**

- Master's Degree in Economics, Management Studies, Finance or equivalent qualification.
- Minimum of five (5) years' experience in an investigative environment with at least 3 years at a supervisory or managerial level.

## **Other Desirable Qualifications & Experience that would be an asset**

- Certificate in Supervisory Management.
- Knowledge in Government Procurement

## **Desired Skills & Competencies**

- Training in Investigative (Financial & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership and ability to delegate and manage people and time effectively.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- Knowledge in finance, human resources, planning, evaluation and sound governance.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.
- Manages continuity, change and transition and knows how to influence and enable others.

## **Specific Knowledge**

- Expert knowledge of the GOJ's procurement guidelines.
- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.

## **Working Conditions**

- Typical office environment.
- Irregular and unscheduled hours.
- Travel required periodically.
- Some mental pressure due to demand by the General Public.

## **EMOLUMENTS PACKAGE**

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  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
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.**