

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Manager, Declarations

Job Summary

The Manager, Declarations is accountable to the Director for Information & Complaints for the efficient and effective receipt, processing & storage of all Declarations & Financial Data that is provided by Public Servants & Parliamentarians into the Commission's information database.

Major Responsibilities

1. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Information & Complaints Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget being aligned.
2. In conjunction with the Director of Information & Complaints, annually updates Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develops, in conjunction with Director of Information & Complaints, own 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 review the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
6. Contributes to the execution of the Commission's Document Information Management System to ensure consistency, efficiency and effectiveness in keeping with best practices.
7. Provides oversight on the process of receiving, validating and storing the information from relevant forms duly completed by "Public Servants" to ensure its compliance to specification.
8. Provides guidance on the archival of inactive files in accordance with the Commission's Document Information Management Policy.
9. Provides assistance in the collection of statutory declaration submitted by Public Servants during the Declaration peak periods.
10. Provides assistance in the registration of statutory declaration submitted by Public Servants during the Declaration peak periods.
11. Responds to requests from internal customers for documents and information in accordance with the Commission's Document Information Management policy.

12. Provides advice on Records Management as requested.
13. Contributes to the preparation of the Information & Complaints Division's monthly performance report and attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
14. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Management Studies or equivalent qualification.
- Certificate in Supervisory Management.
- At least three (3) years related experience in the Public or Private Sector in similar capacity or related area.

Other Desirable Qualifications & Experience that would be an asset

- Not Applicable.

Desired Skills & Competencies

- 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.
- 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.

Specific Knowledge

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Documentation and Record Management Systems.
- Working knowledge of the Access to Information Act.

Working Conditions

- Typical office environment.
- Irregular and unscheduled hours. Travel may be required periodically
- Some mental pressure due to demand by stakeholders

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 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, November 21, 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.

Please be advised that the successful candidate will be subjected to background checks.