

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Manager, Intelligence and Witness Management

Job Summary

The incumbent is accountable to the Director of Investigation for the effective and efficient achievement of the Entity's Investigation Strategic Objectives, in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Plans for and satisfies the Commission's Intelligence requirements including preparation of a risk assessment on behalf of the Commission.
2. Prepares in conjunction with direct reports, work plans and schedules for effective execution of duties.
3. Develops witness management and liaison methods, including the development of interview protocols.
4. Directs the maintenance of intelligence files and databases, as well as, Witness database including contact details and matters before the court.
5. Supervises the functions of the Intelligence and Witness Management staff.
6. Directs, coordinates and controls the work of the direct reports:
 - a. by providing technical guidance on intelligence gathering, assessment and investigative techniques
 - b. Reviewing preliminary assessments and recommendations of the Crime Analyst and Intelligence Officers in order to ascertain whether there is a need for further intelligence gathering
 - c. Develop evaluation standards for direct reports and assess staff effectiveness through staff appraisals.
7. Directs the maintenance of the Integrity Commission's Court Database.
8. Prepares and submits detailed reports of findings, conclusions and recommendations to the Director, Investigation
9. 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.
10. Annually update Job Accountabilities and Performance Targets, ensuring alignment to the Division's Strategic Plan.

11. Develops, in conjunction with each direct report, Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
12. Provides support to all other Units in the Investigation Division, through the application of detailed analysis of data gathered for investigation, auditing and/or monitoring purposes.
13. Oversees the work of the Witness and Court Liaison Officers to ensure efficient and effective management of witnesses and court matters.
14. Establishes a formal relationship with external partners to include the Justice Protection Programme.
15. Directs the gathering of intelligence in relation to the violation of GOJ procurement, licensing, divestment and acquisition guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's GOJ procurement, licensing, divestment and acquisition processes.
16. Extracts information relating to impropriety and irregularity in the procurement, licensing, divestment, acquisition processes and in the implementation of the GOJ contracts, from multiple sources.
17. Prepares the Intelligence and Witness Management Unit's monthly performance report in the Balanced Scorecard format; then attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances
18. Directs the preparation of reports assigned projects in keeping with the Department's Standard Operating Procedures/ Investigation Process.
19. Participates in the preparation of the Annual Report for submission to Parliament.
20. Performs any other related duties that may be assigned from time to time by the Director of Investigation.

Minimum Required Qualifications and Experience

- Graduate Degree in Public Administration, Sociology, Statistics and Research or equivalent Qualification.
- Certification in Intelligence and Investigation Management or equivalent qualification.
- Minimum of five (5) years' experience in Public or Private Sector in similar capacity.

Or

- Undergraduate Degree in Public Administration, Sociology, Statistics and Research.
- Certification in Intelligence and Investigation Management or equivalent qualification.
- Minimum of seven (7) years' experience in Public or Private Sector in similar capacity

Other Desirable Qualifications & Experience that would be an asset

- Experience in intelligence gathering and research
- Extensive knowledge of computer analytics tools
- Experience in Covert Human Intelligence Source Handling (CHIS)

Desired Skills & Competencies

- Training in Investigative (Financial & otherwise) Techniques.
- Training in Research and Statistical Methods
- 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.
- Ability to work independently and as part of a Team.
- Strict attention to details.
- 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.
- Manages continuity, change and transition and knows how to influence and enable others.

Specific Knowledge

- Working knowledge of Computer systems
- Expert knowledge in information gathering techniques
- Comprehensive knowledge of the principles and practices of data analyses and investigative techniques
- Comprehensive knowledge of statistical methods and analysis.

- Comprehensive knowledge of principles of risk assessment and witness welfare
- Working knowledge of applicable criminal laws, criminal procedures, relevant constitutional and statutory laws
- Comprehensive knowledge of court procedures
- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Knowledge of the Government Procurement Guidelines and the Public Procurement Act and Regulations.

Working Conditions

- Typical office environment, however some travel required.
- Irregular hours from time to time.
- Occasional exposure to hostile environment.

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Basic Salary: \$4,500,000.00 - \$5,349,086.00 per annum
 Travel Allowance: \$894,924.00 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, August 20, 2021 at 3:30 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.