

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Outreach Officer**

#### **Job Summary**

The incumbent is accountable to the Manager, Anti-Corruption Outreach and Education and will be at the forefront of a co-ordinated approach to both outreach and education at the Commission. The Officer will be responsible for developing engaging training resources as well as running and facilitating educational events and activities across Jamaica.

The Outreach Officer works in partnership with personnel across the Corruption Prevention Division and other operational units across the Integrity Commission. Responsibilities will include the production and oversight of a range of educational resources including the development of workshops, online courses and presentations and the delivery of some of the training sessions.

The Outreach Officer will work closely with the Project Coordinator to coordinate outreach activities including projects to promote the dissemination of anti-corruption material and programmes in the Public and Private Sectors, schools and universities. The post holder is expected to be involved in numerous initiatives working both with Commission colleagues and members of public and private sector as well as external partners.

#### **Major Responsibilities**

1. Oversees the production, maintenance and consistency of training materials covering the Commission's anti-corruption sensitisation and training programmes.
2. Presents anti-corruption training sessions and workshops to external stakeholders, both in person and remotely.
3. Explores new educational platforms to produce interactive and engaging resources that can be utilised in the public and private sectors, schools and universities, in Jamaica.
4. Supports the creation of new training videos and webinars.
5. Sets impactful education and outreach objectives working with the Manager, Anti-Corruption Outreach and Education, to ensure they are aligned with the strategic aims of the organisation.
6. Manages personal workloads to ensure that education and outreach objectives are met.
7. Undergoes training as appropriate to improve skills and expertise required for the role and for personal development.
8. Develops and promotes interaction and collaborations with the academic community in order to further develop the Commission's Education and Outreach Programme.

9. Helps create, coordinate and maintain the education section of the Commission's website.
10. Presents at internal meetings, communicating relevant information to the wider organisation, whilst facilitating inputs from other Divisions.
11. Helps to set messaging to the general public and help to contextualise their concerns within the Commission, working with other teams throughout the organisation, and translating same into novel outreach methods and interventions.
12. Prepares reports for the wider management team and help monitor and communicate the impact of projects and education and outreach activities.
13. Undertakes additional tasks and responsibilities as may be reasonably expected of the role and as necessary in order to achieve the Commission's education and outreach objectives and goals.

### **Minimum Required Qualifications and Experience**

- Undergraduate Degree in Communications, Education, Public Administration or Social Work, Marketing and Development or equivalent tertiary qualification.
- Specialized training in project management.
- Minimum of three (3) years' experience in a similar position, preferably in a Public Sector Organisation.

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

- Familiarity delivering training programmes and modules to diverse stakeholders and the wider community.
- Training in Adult Learning and Development

### **Desired Skills & Competencies**

- Emotionally intelligent with demonstrated soft skills.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - interacting/servicing internal and external customers.
- Good communication skills.
- Shares the Commission's values, mission and vision.
- Knowledge of a diverse learning and presentation methods capable of spanning gender, cultural and generational barriers.
- Consistently displays integrity, modeling behavior, developing people and building teams.

- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.

### **Specific Knowledge**

- 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, with travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment

### **EMOLUMENTS PACKAGE**

Basic Salary: \$3,770,761.00 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, December 1, 2023 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.**

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