

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Paralegal

Job Summary

The Paralegal is accountable to the Senior Prosecutor for the effective and efficient execution of legal functions assigned in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Corruption Prosecution Strategic Planning process; resulting in the Division's annual Strategic Plan, Corporate Plan and Budget.
2. Annually updates own Job Accountabilities and Performance Targets, in conjunction with the Senior Prosecutor, ensuring alignment to the Division's Strategic Plan.
3. Develops, in conjunction with the Senior Prosecutor, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Drafts legal documents assigned for review by Senior Prosecutor.
5. Creates and maintains appropriate filing system with templates in the relevant legal areas.
6. Follows up with the various Government Offices to ascertain status of legal documents filed.
7. Contributes to the preparation of the Corruption Prosecution's Division's monthly performance report.
8. Attends the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
9. Performs any other related duties that may be assigned from time to time by the Senior Prosecutor or Director.

Minimum Required Qualifications and Experience

- Certificate in Paralegal Studies.
- Minimum of three (3) years' experience as a Paralegal.

Other Desirable Qualifications & Experience that would be an asset

- Undergraduate Degree in Law (LLB) or equivalent.

Desired Skills & Competencies

- Superior written and verbal communication skills.
- Strong MS Excel, PowerPoint, and Word proficiency.
- Fantastic organizational skills and meticulous attention to detail.
- Confidentiality.
- Good interpersonal and leadership skills.
- The ability to meet deadlines consistently.
- Shares the Commission's values, mission and vision.
- Good judgment and able to work on own initiative.

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.
- Irregular hours from time to time.

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Basic Salary: **\$1,550,136.00 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, December 1, 2023 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.