

INTEGRITY COMMISSION

CAREER OPPORTUNITY

The Integrity Commission invites eligible candidates to submit applications for the position of **Paralegal**. 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.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Execution

1. Draft legal documents assigned for review by the Prosecutor.
2. Create and maintain in consultation with the legal secretary an appropriate filing system with templates in the relevant legal areas.
3. Follow up with the various Government Offices to ascertain status of legal documents filed.
4. Provide research and analysis of statutes and other legal resources, to include, Revenue Laws, Legal Articles, Treaties, Constitutions, Tariffs and legal codes and prepare legal documents, such as; Briefs, Pleadings, Appeals, Contracts, Initial and Amended Articles of Incorporations etc.

Planning

5. Contribute to the Corruption Prosecution Strategic Planning process; resulting in the Division's annual Strategic Plan, Corporate Plan and Budget.
6. Annually update own Job Accountabilities and Performance Targets, in conjunction with the Senior Prosecutor, ensuring alignment to the Division's Strategic Plan.
7. Develop, in conjunction with the Senior Prosecutor, own Individual Development Plan (IDP), following the Performance Review as per the Performance Management System.

Monitoring and Reporting

8. Contribute to the preparation of the Corruption Prosecution Division'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.

EDUCATIONAL REQUIREMENTS & EXPERIENCE

Ideal candidates will be required to meet the following criteria:

Qualifications:

- Certification in Paralegal studies.

Experience:

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

Skills & Competencies

- Superior written and verbal communication skills.

- Strong proficiency in Microsoft Office Suite.
- Excellent research and organisational skills and attention to detail.
- Confidentiality.
- Good interpersonal and leadership skills.
- The ability to meet deadlines consistently.

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.

EMOLUMENTS PACKAGE

Basic Salary \$1,138,353 - \$1,353,144 per annum

Applications, along with Curriculum Vitae, must be submitted no later than Friday, **June 26, 2020** at **4:00 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.