

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Private Sector Liaison Officer

Job Summary

The incumbent is accountable to the Manager, Anti-Corruption Outreach and Education and will be responsible for the following specific tasks: a) Monitors events in the Private Sector to identify matters that have bearing on the work of the Commission, b) assists with the flow of information between the Commission and Private Sector Stakeholders as it regards the Corruption Prevention portfolio and c) coordinates and communicates with large private sector stakeholder groups on anti-corruption, anti-bribery measures and costs of corruption.

The Private Sector Liaison Officer communicates and serves as a liaison between the Commission and the Private Sector Organisations on matters pertaining to anti-corruption, anti-bribery, compliance with the Integrity Commission Act, and non-specific issues which impacts either the work of the Commission or which the referenced stakeholders deems to require the attention of the Commission.

In the fulfilment of the functions, the incumbent will drive anti-corruption educational initiatives and workshops whilst advocating for the adoption and integration of international anti-corruption and anti-bribery standards as a key component of doing business with and within the private sector.

The post-holder is expected to be involved in numerous initiatives working both with Commission colleagues, and Private Sector stakeholders, whilst engendering an atmosphere conducive to anti-corruption reform.

Major Responsibilities

1. Creates and establishes professional working relationships with Private Sector Stakeholders to ensure that requests to the Commission are addressed in an expeditious and effective manner, in keeping with internal policies and procedures.
2. Establishes clear lines of communication with Private Sector Stakeholders with a view to creating an environment of continuous communication, mutual trust and accessibility to guidance on matters pertaining to the Act and such other matters which are within the purview of the Act/Commission.
3. Arranges, under the direction of the Manager, Anti-Corruption Outreach and Education, consultative meetings/programmes with established Private Sector Stakeholders to address knowledge requirements, in relation to the Act and functions of the Commission, and to effectively communicate same across all Divisions of the Commission.
4. Undertakes, on a continuous basis, an objective needs assessment of key groups within the Private Sector to inform the development of the Commission's education and outreach suite of learning resources and methodologies.
5. Develops and leads the educational initiatives and activities to ensure that private sector stakeholders are constantly kept abreast and educated on key anti-corruption and anti-bribery practices and standards, which are applicable to the private sector.

6. Drives operational activities, to advance the Commission's initiative to foster anti-corruption and anti-bribery reform within the private sector.
7. Undergoes training, as appropriate, to improve skills and expertise required for the role and for continuous professional development.
8. Develops and promotes interactions and collaborations with the Private Sector Stakeholders to foster ownership and/or adoption of anti-corruption initiatives, best practices or public involvement, as warranted, with a view towards creating a heightened and sustainable anti-corruption culture.
9. Works in conjunction with the Economist/Statistician to identify and develop metrics which will quantify the extent of losses experienced by the Private Sector as a result of acts of corruption.
10. Contributes to the creation, coordination and maintenance of the educational material developed by the Commission having regard to the needs of portfolio stakeholder groups.
11. Present at internal meetings, communicating relevant information to the wider organisation, whilst facilitating inputs from other Divisions.
12. Helps to set messaging to the Private Sector and helps to contextualise their concerns within the Commission, working with other teams throughout the organisation, and translating same into novel outreach methods, interventions, and guidance.
13. Prepares reports for the wider management team and helps to monitor and communicate the impact of projects and education and outreach activities.
14. 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, Business Administration, or Political /Social Sciences, Law or equivalent tertiary qualification.
- Specialized training in project management.
- Knowledge of FATCA, AML, FCPA, UK Anti-Bribery Act and other applicable international business anti-corruption and anti-bribery compliance standards.
- 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 senior officials/delegates.
- Knowledge of the machinery of government and the procedures and systems employed by the Public and Private Sectors.
 - Familiarity and working knowledge of ISO compliance and anti-bribery standards, including ISO37001
 - 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.
- Demonstrated coordination capabilities.
- 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 operations of the Integrity Commission.
- Knowledge of the Private Sector operations and local business environment, inclusive of business report and benchmark standards across numerous sectors.

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

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Basic Salary: \$4,266,270.00 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 7, 2026 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.