

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Project Coordinator

Job Summary

The incumbent is accountable to the Manager, Anti-Corruption Outreach and Education and will be responsible for the following specific tasks: a) spearheading, under the direction of the assigned Manager, all inputs, activities and actions which are required for the successful execution and delivery of the Division's anti-corruption programmes and initiatives in the fulfilment of the Commission's Strategic objectives.

The Project Coordinator will have primary responsibility for the identification of resources, scheduling of inputs and communication with stakeholders involved in the execution of projects, programmes and interventions to ensure that final product is satisfactory and compliant with best practices, within budget and compliant with all requisite financial, procurement and internal rules,

The post holder is expected to be involved in numerous initiatives, working both with Commission colleagues, key bilateral stakeholders, government and private sector officials and services providers.

Major Responsibilities

1. Contributes to the successful development, implementation and evaluation of assigned programmes and projects in the areas of anti-corruption, anti-bribery, integrity and corruption prevention.
2. Monitors and analyses programme and project developments and implementation; review relevant documents and reports; identify problems and issues to be addressed and initiate corrective actions within the life cycle of the project, and within defined authority.
3. Liaises with key internal stakeholders regarding the proposed programmes, interventions and actionable deliverables of the Division to ensure all requirements are considered, duties assigned with the appropriate follow-up actions executed in a timely and effective manner so as to ensure project success.
4. Researches, analyses and presents information gathered from diverse sources in the field of anti-corruption with a focus on the delivery of anti-corruption programmes and interventions.
5. Organizes and prepares written outputs, e.g. policy and programmatic reports, draft background papers, analysis, sections of reports and studies, inputs to publications relevant to the work of the Division.
6. Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, identification of locations and logistical requirements, etc.
7. In conjunction with the responsible officers, designs and facilitates the Division's conduct of training workshops, seminars and other interventions.
8. Cooperates and coordinates with external service providers and other relevant entities on matters pertaining to the hosting and delivery of anti-corruption activities.

9. Maintains familiarity and an understanding of best practices, methodologies and programmes in the area of anti-corruption interventions and incorporate same in the delivery of outreach activities.
10. Prepares reports for the wider management team and helps monitor and communicates the impact of projects and education and outreach activities.
11. 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 Business Administration, Project Management, Business Management, or equivalent tertiary qualification.
- Specialized training and experience in Project Management and/or Programme Management.
- Experience in Programme 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

- Experience developing, coordinating and delivering outreach projects on time and within budget.
- Knowledge of GOJ Public Procurement and Financial Administration.
- Conference Management expertise.

Desired Skills & Competencies

- Emotionally intelligent with demonstrated soft skills.
- Practical and strategic thinker willing to adopt and adapt to environment.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - interacting/servicing internal and external customers.
- Good communication skills.
- Demonstrated coordination and project management 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.

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 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, November 29, 2024 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.