

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Receptionist/ Telephone Operator

Job Summary

The Receptionist/Telephone Operator is accountable to the Manager, Office Services, and is responsible for the efficient and effective administrative organizational support in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Develops, in consultation with the Manager, Office Services, Annual Job Accountability and Performance Targets; ensuring alignment to the Department's and Commission's Strategic Plan.
2. Develops, in consultation with Manager, Office Services, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Receives dispatches and makes telephone calls for all Commission staff members.
4. Prepares routine office correspondence/reports/documents.
5. Collects and records data from customers, staff and the public.
6. Files and maintains paper or electronic records and information as required.
7. Receives logs and acknowledges all incoming requests for information and provide relevant responses if possible.
8. Directs any requests, unable to satisfy, to the relevant Officer, ensuring the requester is satisfied.
9. Makes any calls as directed to communicate any information on behalf of the Commission.
10. Contributes to the relevant performances, variances, diagnoses and prognoses in the Organization's monthly Performance report; then attend the monthly Department meetings enabling collective performance management of the organization.
11. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Director or Manager, Office Services.

Minimum Required Qualifications and Experience

- Five (5) CXC subjects (inclusive of English Language and a numeric subject, or equivalent).
- At least one (1) year related experience in similar capacity and environment.

Other Desirable Qualifications & Experience that would be an asset

- Not Applicable.

Desired Skills & Competencies

- Excellent oral and written communication skills.
- Good inter-personal relations skills.
- Good Microsoft Word and Excel skills.
- Good Organizational skills.

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.
- Some mental pressure due to demand by Stakeholders.

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Basic Salary: \$1,439,455.00 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 30, 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. Please be advised that the successful candidate will be subjected to background checks.