

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Senior Contract Auditor**

##### **Job Summary**

The incumbent is accountable to Manager, Forensics & Audit Unit for the effective and efficient achievement of the Forensic and Auditing Strategic Objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Coordinates Audit support to all other Units in the Investigation Division, as required.
2. Supervises the functions and performance of direct reports.
3. Coordinates the Forensic and Contract Auditing processes, including the review of the award, termination and/or implementation of Government contracts, divestment and acquisition of Government property, the issuance of licenses and permits, tender procedures and the registration of contractors and validating related financial records.
4. Accesses all information, records and documents relating to the award, termination and/or implementation of Government contracts, divestment and acquisition of Government property, the issuance of licenses and permits, tender procedures and the registration of contractors and undertake a systematic assessment of all related financial records, management policies and practices
5. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Forensic and Audit Unit, resulting in the Integrity Commission's Annual Strategic Plan, Corporate Plan and Budget.
6. Develops, in conjunction with each direct report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
7. Contributes to the implementation of the Integrity Commission's Annual Contract Auditing Plan, monitor performance, initiate and lead changes, where necessary, to achieve the Contract Auditing Strategic objectives.
8. Develops a quarterly Audit Assessment Schedule to assess the effectiveness and efficiency in the monitoring and investigation processes.
9. Develops and maintain a system for categorizing and prioritizing all Audit Exceptions in terms of risk and complexity and recommend the allocate cases to the Manager, Forensic and Audit for the assignment to individual investigators/inspectors to ensure timely completion of review.

10. Develops, in conjunction with the Manager, Forensics and Audit, a comprehensive case management system for the effective tracking, management of and reporting on cases.
11. Develops, in conjunction with the Manager, Forensics and Audit, a system to monitor and ensure that Audits are conducted in compliance with established standards and procedures.
12. Ensures that a professional relationship is maintained with all key stakeholders concerned with the monitoring and investigation process.
13. Keeps current with all legislations relating to Contract Awards, Contract Termination the issuance of Licenses, property divestment and Acquisition, and audit standards.
14. Coordinates the procurement of an annual list of all Contracts Awarded/Terminated, Licenses issued, and Properties Acquired/Divested by Public Sector Organizations to guide the Auditing Process.
15. Reports breaches/violations discovered during the audit of Public Bodies to the Manager, Forensic and Audit/ Director, Investigation.
16. Monitors and assesses the adequacy of responses to audit recommendations and post audit reviews to evaluate progress in the implementation of approved recommendations.
17. Contributes to the review and improve special audit processes, in cases of suspected fraudulent activities/misappropriation and recommend improvements/solutions to the Manager, Forensic and Audit / Director of Investigation.
18. Reviews and recommends improvement to the Forensic and Audit Processes, where necessary, arising from the result of deficiencies identified during Public Body Audits.
19. Provides advice, on Contract Auditing matters, as requested.
20. Contributes to the preparation of the Forensic and Audit Unit'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.
21. Represents and speaks on behalf of the Integrity Commission.

### **Minimum Required Qualifications and Experience**

- Association of Chartered Certified Accountant (ACCA) or the Certified Internal Auditor (CIA) or equivalent qualification.
- Undergraduate Degree in Business Administration/Finance/ Public Administration
- Minimum of four (4) years' experience in Public or Private Sector in similar capacity.

## **Other Desirable Qualifications & Experience that would be an asset**

- Graduate degree Business Administration/Finance/Law.
- Certified Fraud Examiner (CFE) Certification.
- Certification in forensic Accounting.

## **Desired Skills & Competencies**

- Training in Investigative (Financial & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership and ability to delegate and manage people and time effectively.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Ability to work independently and as part of a Team.
- Strict attention to details.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Manages continuity, change and transition and knows how to influence and enable others.

## **Specific Knowledge**

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of the International Regulatory Framework of Financial Reporting.
- Knowledge of the government Procurement Guidelines and the Public Procurement Act and Regulations.

## **Working Conditions**

- Typical office environment, however some travel required.
- Irregular hours from time to time.
- Occasional exposure to hostile environment.

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- Typical office environment, with Travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$6,333,301.00 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, February 7, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
PIOJ Building, 1<sup>st</sup> Floor  
16 Oxford Road  
Kingston 5

Or email: [vacantpositions@integrity.gov.jm](mailto: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.**