

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Senior Investigating Officer, Contracts, Procurement & Corruption Investigation

Job Summary

The incumbent is accountable to the Manager, Contracts, Procurement & Corruption Investigations Unit, for the efficient and effective achievement of the Integrity Commission's investigative objectives in accordance with the Integrity Commission Act in order that the organization achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Contributes to the Contract, Procurement & Corruption Investigations Department's planning process, resulting in the development of the Department's annual Strategic Plan and Budget aligned to the Merged Organization's Strategic Plan.
2. Annually update, in conjunction with the Manager, Contracts, Procurement and Corruption Investigations, Job Accountability and Performance Targets aligned to the Entity's Strategic Plan.
3. Develops, in conjunction with the Manager, Contracts, Procurement & Corruption Investigations, Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. In conjunction with the Manager of Contracts, Procurement & Corruption Investigations, identifies the purpose and scope of all investigations and ensure that all are conducted in an objective manner.
5. In conjunction with the Manager, Contracts, Procurement & Corruption Investigations, provides general and specific supervision to investigators in discharge or investigative actions and procedures.
6. Investigates allegations that involve or may involve an act of corruption or any allegation relating to non-compliance, in accordance with the provisions of the Integrity Commission's Act.
7. Investigates the processes regarding the award, implementation and termination of Government Contracts with a view to ensuring that: -
 - i. They are awarded impartially, on merit and in a financially prudent manner and in circumstances which **do not** involve impropriety, breach of any applicable law relating to procurement or other irregularity, and that the implementation or termination of the contract conforms to the terms thereof, without prejudice to the functions of any public body in relation to the contract.
8. Liaises with the Manager, Contracts, Procurement & Corruption Investigations in the planning and execution of contract, procurement and corruption investigation matters.

9. Performs investigative research and collect data through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
10. Documents all evidence and enter as evidentiary documentation in relation to each investigation.
11. Collates all the findings and source documents related to each investigation.
12. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
13. Identifies breaches in the procurement process and recommend appropriate investigation approach and methodology.
14. Gathers intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.
15. Extracts information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.
16. Manages the relationship and communication between key stakeholders concerned by the investigation process or the investigation results.
17. Makes suggestions and highlights opportunities to make the investigation process more efficient without compromising due process and staff welfare.
18. Performs detailed analysis of information received and ensure that 100% of all data is reviewed and incorporated in reports.
19. Conducts personal due diligence checks of reports to ensure evidentiary cogency and coherence between all sections
20. Effectively manages the critical path of the production of investigations reports and ensure that all outputs are controlled.
21. Conducts physical inspections and site visits, as necessary, in an effort to inform the findings of an investigation.
22. Liaises with potential witnesses in an effort to collect statements, conduct interviews and Judicial Hearings.
23. Prepares timely status reports informing of all critical matters and limitations concerning an investigation
24. Schedules regular meetings with the Manager, Contracts, Procurement & Corruption Investigations, during the lifetime of an investigation identifying any weaknesses in systems and procedures employed by a Public Bodies and posit remedial recommendations to solve current issues and benchmark standards for future improvements.
25. Keeps current with all legislations and best practices relating to government contracts, licences and permits.

26. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
27. Leads in the review and due diligence of Draft Investigation Reports.
28. Supervises and lead investigative teams in the discharge of investigative actions and the execution of investigative tasks.
29. Performs any other related duties that may be assigned from time to time by the Manager, Contracts, Procurement and Corruption Investigations or the Director of Investigation.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Economics, Management Studies, Finance, Law, Audit, Accounting or equivalent qualification.
- Formal Training in the Government Procurement Policies and Guidelines.
- Three (3) years' experience in a similar position, preferably in a Public Sector Organisation, or two (2) years working as an anti-corruption and/or financial crimes investigator, preferably in a Public Sector Organisation

Other Desirable Qualifications & Experience that would be an Asset

- Graduate degree Business Administration/Finance/Law.
- Graduate Degree in Procurement
- Supervisory Management Training.
- Legal Education Certificate.
- Certification in Supervisory Management

Desired Skills & Competencies

- Reasoning Power - ability to make on-the-spot assessment of situations.
- Proficiency in the use of Microsoft Office Suites.
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- Ability to works on own initiative, trustworthy and result oriented.
- Ability to hold investigators accountable for the achievement of assigned tasks.
- Ability to make logical and well thought out decisions on difficult issues.
- The ability to optimize team effectiveness and enhance team interactions.
- Ability to supervise and motivate investigative teams and investigators.
- Shares the Commission's values, mission and vision.

- Capable of being entrusted with confidential information
- Ability to drive collaboration with other divisions of the Integrity Commission and external authorities.
- High level of confidentiality, honesty and integrity.
- Training in Supervisory Management
- Training in Investigative Techniques.
- Excellent Analytical Skills.
- Anticipates and solves problems and takes advantage of opportunities
- Effective time management, planning and organization skills.
- Demonstrable project management skills.
- Ability to execute multiple tasks
- Ability to learn details of a defined business process

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.

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: \$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, December 13, 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.