

INTEGRITY COMMISSION

CAREER OPPORTUNITY

The Integrity Commission invites eligible candidates to submit applications for the position of **Senior Prosecutor**. The Senior Prosecutor is accountable to the Director of Corruption Prosecution, for the effective and efficient prosecution of cases assigned in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Execution

1. Provide legal advice to the Commission on matters concerning acts of corruption and offences committed under the Integrity Commission Act.
2. Collaborate with the Asset Recovery Agency established under the Proceeds of Crime Act, in relation to the conduct of proceedings with respect to the seizure, restraint, forfeiture or recovery of any property relating to acts of corruption.
3. Perform such other prosecutorial functions relating to acts of corruption as may, from time to time, be assigned by the Director of Corruption Prosecution.
4. Conduct all criminal proceedings assigned, in relation to the Integrity Commission Act or any other enactment, in accordance with any prosecutorial code of practice that may be implemented by the Director of Public Prosecutions from time to time.
5. Manage the relationship and communication between key stakeholders concerned by the investigation results process and the prosecution process.
6. Implement ways of working to make the corruption prosecution process more efficient and effective, without compromising due process and staff welfare.

Planning

7. Contribute to the Corruption Prosecution Strategic Planning process; resulting in the Division's annual Strategic Plan, Corporate Plan and Budget.
8. Annually update Job Accountabilities and Performance Targets for all Direct Reports; ensuring alignment to the Division's Strategic Plan.
9. Develop, in conjunction with each Direct Report, their respective Individual Development Plan (IDP), following the Performance Review, as per the established Performance Management System.

Staff Development

10. Constantly review the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.

Monitoring and Reporting

11. Contribute to the preparation of the Corruption Prosecution Division'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.

EDUCATIONAL REQUIREMENTS & EXPERIENCE

Ideal candidates will be required to meet the following criteria:

Qualifications:

- Undergraduate Degree in Law (LLB)
- Certificate of Legal Education (CLE).

- Certification in Management is desirable.

Experience:

Minimum of Seven (7) years' experience as a Prosecutor.

Skills & Competencies

- 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.
- Training in Prosecution Techniques.
- Anticipate, solve problems and take 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.
- Consistently display integrity, model behavior, while assisting to develop others & building the team.
- Ability to inspire confidence and command the respect of others while respecting the dignity of all staff members.
- Excellent oral and written communication skills to include strong public speaking skills and the ability to manage meetings and generate periodic reports.
- Ability to manage continuity, change and transition, while positively influencing and enabling others.

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.
- Irregular hours from time to time.
- Travel required periodically.

EMOLUMENTS PACKAGE

Basic Salary \$4,500,000 - \$5,349,086 per annum

Applications, along with Curriculum Vitae, must be submitted no later than Friday, **June 26, 2020** at **4:00 p.m. by hand** or **electronically, by 11:59 p.m.** to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
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.