

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Stenographer

Job Summary

The incumbent, under the general supervision of the Programme Coordinator, is responsible for providing effective and efficient verbatim recording and reproduction of notes of Proceedings and Meetings of the Commission, as directed, in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Undertakes verbatim recording of Corporate Meetings, Appeals, Hearings Investigations and Enquiries and any other meetings/proceedings, as required.
2. Reproduces an accurate and complete record of the proceedings of all meetings covered.
3. Collates notes and submit transcripts of notes to the Director of Investigation, Corruption Prosecution and any other relevant Officer as required.
4. Ensures proper filing, storage and security of verbatim notes so that they can be readily retrievable when needed.
5. Maintains an attendance register for all proceedings.
6. Provides advice as requested.

Minimum Required Qualifications and Experience

- Diploma in Secretarial Studies from an accredited training institution.
- Formal training in the use of a Stenograph Machine.
- At least three (3) years' experience in a similar position, preferably in a legal or judicial environment.

Other Desirable Qualifications & Experience that would be an asset

- Undergraduate Degree in Business Administration, or other related field.
- At least 5 years' experience in Court Reporting.
- Certification in Legal Studies.

Desired Skills & Competencies

- Excellent human relations skills and the ability to interact with individuals at all levels.
- Excellent verbal and written communications skills.

- Ability to operate a Stenograph machine (at 200wpm), audio equipment, computers, printer.
- Speed and accuracy in transcription of verbatim records.
- Be punctual, dependable and flexible.
- Meticulousness and accuracy in work product.
- Ability to exercise the highest level of confidentiality.
- Operate a variety of equipment, including transcription machines, computer, printer, audio equipment.
- Possess stamina and endurance to remain seated and concentrate for long periods.
- Effective listening and understanding.
- Good command of the English Language.
- Excellent note taking skills.
- Excellent time management skills.

Specific Knowledge

- Working knowledge of medical, anatomical, legal and equine terminology.
- Clerical and legal recordkeeping practices and procedures.
- Ability to read verbatim stenograph records.
- 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, as required.
- Willingness to work beyond normal working hours as the situation may require.

EMOLUMENTS PACKAGE

Basic Salary \$2,803,771.00 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, October 25, 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.