

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Witness and Court Liaison Officer

The incumbent is accountable to the Manager – Intelligence and Witness Management and is responsible for fostering a professional work relationship between witnesses, members of the judicial office, law enforcement and the Integrity Commission to ensure proper management of the Commission's criminal cases in the Courts. The incumbent will establish a robust communication network to effectively keep stakeholders informed of updates regarding investigations and their legal obligations whilst maintaining the professional image of the Commission. He/she will report on orders and requests made by judges and prosecutors and liaise with both internal and external stakeholders as it relates to witness welfare matters.

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

Execution

1. Develops strategic plan for the portfolio including the management of activities and communication between witnesses, members of the judicial office, law enforcement and the Integrity Commission.
2. Contributes to the Intelligence and Witness Management Department's planning process, resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commission's Strategic Plan.
3. Annually updates, in conjunction with the Manager, Intelligence and Witness Management, own Job Accountability and Performance Targets aligned to the Entity's Strategic Plan.
4. Develops in conjunction with the Manager, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
5. Assesses witnesses to determine their suitability and or readiness for court appearances and plan and execute witness familiarization exercises to prepare witnesses.
6. Establishes and maintains a Witness Management Database to include, *inter alia*, a record of all witnesses and nature of contact made with witnesses, Court dates and welfare benefits accessed.
7. Develops and maintains a Witness Care program maintaining contact with all Witnesses/ Subjects of Investigation and providing updates on the progress of cases, response to witness enquiries, coordinating witness transportation to and from court and being the single point of contact for witnesses post charge.
8. Conducts witness welfare needs assessment and recommend measures to address needs so identified. Based on result of assessments, liaise with external agencies to address welfare requirements.

9. Provides periodic updates to the Commission regarding issues related to witnesses and matters before the courts.
10. Establishes and maintains a comprehensive Court Management Database
11. In a timely and efficient manner report, on orders and requests made by Judges and the Courts and retrieve witness notification documents, Subpoenas and all written communication from the courts for distribution to investigators.
12. Conducts the vetting of all process documentation to ensure that they are complete and accurate.
13. Maintains database of all summons issued by the Director of Investigation by virtue of powers so bestowed *via* Section 48(2) and 48(3) of the Integrity Commission Act, 2017.
14. Establishes and maintains a diary of court dates and internal Hearings, ensuring that all parties involved are provided with sufficient documentation for an effective review of the subject matter under investigation and are fully appraised of dates for appearances
15. Organizes and controls exhibits identified during the investigation process, cataloguing dates of movement and storage locations.
16. Prepares reports on all assigned projects in keeping with the Department's Standard Operating Procedures/ Monitoring Process.
17. Keeps current with all legislations and best practices relating to government contracts, licences and permits.
18. Prepares Status Reports as required.
19. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
20. Performs any other related duties that may be assigned from time to time by the Director or by the Executive Director.

Qualifications:

- Certification in Investigations from an accredited institution or the Police Force
- Undergraduate Degree in Law or Social Sciences
- Formal Training in the Government Procurement Policies and Guidelines.
- Minimum of three (3) years' experience in working in the Courts or Criminal Justice System, or three (3) years working experience in investigating major crimes

Other Desirable Qualifications & Experience that would be an asset

- Project Management skills.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Reasoning Power - ability to make on-the-spot assessment of situations and demonstrate good judgement
- Excellent planning, organizing and analytical skills.
- Ability to recognize welfare needs and risks to person and organization
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites and other relevant computer applications
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.
- Well-developed time management skills.
- Possess a Drivers' Licences and a reliable motor vehicle

Specific Knowledge

- Knowledge of the Integrity Commission Act and applicable criminal laws, criminal procedure and relevant constitutional and statutory laws including all other applicable laws, regulations and policies that is associated with the discharge of the Commission's mandate.
- Comprehensive knowledge of court procedures

Working Conditions

- Typical office environment, with extensive travel required (50 – 70%).
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment

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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, February 28, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagikor 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.