

## INTEGRITY COMMISSION

### CAREER OPPORTUNITY

#### Contract Auditor

The incumbent is accountable to the Director of Investigation for the effective and efficient achievement of the Contract Auditing Strategic Objectives 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:**

#### Planning

1. Contribute to the Integrity Commission's strategic planning process, paying attention to the Strategic Objectives and initiatives of the Investigations Division; resulting in the organisation's annual Strategic Plan, Corporate Plan and Budget.
2. In conjunction with Director of Investigation, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develop, in conjunction with the Director of Investigation, own Individual Development Plan (IDP), following the Performance Review as per the Performance Management System.

#### Execution

1. Contribute 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.
2. Develop a quarterly Audit Assessment Schedule to assess the effectiveness and efficiency of the monitoring and investigation processes.
3. Contribute to the development and maintenance of a system for categorising and prioritising all Audit Exceptions in terms of risk and complexity and allocate cases to individual Investigators to ensure timely completion review.
4. Contribute to the establishment and maintenance of a comprehensive Case Management System, for the effective tracking, management and reporting on cases.
5. Contribute to the establishment a system to monitor and ensure that Audits are conducted in compliance with established standards and procedures.
6. Ensure that a professional relationship is maintained with all key stakeholders concerned with the monitoring and investigation process.
7. Keep current with all legislations relating to contract awards, contract termination, the issuance of licenses and permits and matters relating to asset and land divestments/acquisitions.
8. Prepare an annual list of all contracts awarded/terminated, licenses issued, properties acquired/divested by Public Sector organisations, to guide the Audit process.
9. Report breaches/violations discovered in the contracts monitoring process to the Director of Investigation.
10. Monitor and assess the adequacy of responses to audit recommendations and post audit reviews to evaluate progress in the implementation of approved recommendations.
11. Contribute to the review and improve special audits processes, in cases of suspected fraudulent activities/misappropriation and recommend improvements/solutions to the Director of Investigation.
12. Review and recommend improvement to the Contract Monitoring and Investigation processes, where necessary. Provide advice, on Contract Auditing matters, as requested.

## **Qualifications:**

- Association of Chartered Certified Accountant (ACCA) or the Certified Internal Auditor (CIA) or equivalent qualification.

## **Experience:**

- Minimum of four (4) years' experience in the Public or Private Sector in a similar capacity.

## **Skills & Competencies**

- Training in Investigative Techniques (Financial & otherwise).
- 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 Declaration management and procurement processes.
- Knowledge of and demonstrated experience in integrations and coordinating diverse areas of management and administration.
- 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 mandates of the Commission.

## **Working Conditions**

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

## **EMOLUMENTS PACKAGE**

Basic Salary: \$4,266,270.00 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 6, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
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.**