

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Executive Director

Job Summary

The Executive Director is accountable to the Board of Commissioners for the achievement of the Entity's Customer Service, Financial and Efficiency Objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

Planning

1. Lead the Integrity Commission's Strategic Planning process; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget.
2. Annually update Job Accountabilities and Performance Targets for all Direct Reports; ensuring alignment to the Integrity Commission's Strategic Plan and Balanced Scorecard.
3. Develop, in conjunction with each Direct Report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.

Staff Development

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

Execution

5. Lead, constantly review and improve the Integrity Commission's Strategy Articulation and Execution process; ensuring Initiatives are implemented, resulting in performance improvement.
6. Lead, constantly review and improve the Parliamentary and Public Sector decision-maker engagement process, ensuring compliance to declarations and decisions to ensure maximum value for the use of public funds and a corrupt-free society.
7. Lead, constantly review and improve the policy review, articulation and advocacy process, ensuring all policies support a corrupt-free society where maximum value for public funds are received.
8. Lead, constantly review and improve the Public Awareness and Public Education processes ensuring all Jamaicans are aware of the importance of avoiding corruption and feel free to report any such breaches.
9. Attend the Integrity Commission's quarterly media briefing to keep all stakeholders informed of the organization's major activities and the extent of achievement of its major strategic objectives.
10. Lead, constantly review and improve the key stakeholder relationship building process, ensuring maximum value is gained from such relationships.

11. Lead, constantly review and improve the internal Risk Management and Compliance processes ensuring that key organizational risks are identified, quantified and mitigation solutions developed and implemented to manage those risks; while ensuring that the Integrity Commission complies with all statutory and regulatory requirements.
12. Lead, constantly review and improve the Commission's Human Resource Management systems ensuring that the Commission has the right persons in the right positions and that they are competent, engaged and motivated in an enabling working environment.
13. Drive and promote a culture that reflects the Integrity Commission values, encourages good performance and reward productivity.
14. Lead, constantly review and improve the Commission's Financial and Accounting Management systems to ensure compliance with international standards and that there are adequate financial resources available for effective operations of the entity.
15. Lead, constantly review and improve the Commission's Technology systems ensuring easy access to information and the required efficiency for all operations.
16. Provide advice, information and support on matters relating to Anti-Corruption.

Monitoring and Reporting

17. Direct the preparation of the Integrity Commission's monthly performance report in the Balanced Scorecard format; then lead the monthly management Team Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
18. Attend the Board and Subcommittee meetings to keep the Board and its Subcommittees updated on key issues regarding the Integrity Commission.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Finance, Business, Law or equivalent qualification.
- Master's Degree in Business Administration (MBA) from a recognized tertiary institution.
- At least seven (7) years' experience in a senior management position.

Other Desirable Qualifications & Experience that would be an asset

- Not Applicable.

Desired Skills & Competencies

- Analytical Skills - interpretation of Financial statements.
- 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.
- Demonstrates critical competencies in commitment to results, leading change and motivating employees.
- Identifies relevant information and helps transform the information into individual and organizational knowledge and learning.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.

- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- Knowledge in finance, human resources, planning, evaluation and sound governance.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.
- Manages continuity, change and transition and knows how to influence and enable 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.
- Some mental pressure due to demand by the key stakeholders.

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Basic Salary: \$13,957,056.00 per annum

GENERAL

Appointments will normally be on the basis of a Five year Contract in the first instance, which is renewable based upon performance.

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, May 9, 2025 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.