

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Senior Financial Investigator, Declarations and Financial Investigations**

#### **Job Summary**

The incumbent is accountable to the Manager, Declarations and Financial Investigations and is responsible for identifying breaches of laws, ethical standards and code of conducts and gathering evidence to facilitate prosecutions under the Integrity Commission Act, the Corruption Prevention Act, the Protected Disclosure Act and all other applicable laws and regulations that are associated with the discharge of the Commission's mandate.

#### **Major Responsibilities**

1. Liaises with the Manager, Declarations & Financial Investigations in the planning and execution of financial investigation matters.
2. Performs research and collects data through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
2. Documents all evidence and enter as evidentiary documentation in relation to each investigation.
3. Collates all the findings and source documents related to each investigation.
4. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant conclusions and findings.
5. Coordinates and supervises all financial investigation matters.
7. Confers with attorneys, Tax Administration officials and employees, and with members of other law enforcement agencies.
8. Assists Attorneys in the preparation of criminal cases for trial.
9. Testifies before Magistrates the Public Services Commission or other tribunal as an expert witness for the Government.
10. Identifies breaches in the procurement process and recommend and appropriate investigation approach and methodology.
11. Gathers intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.
12. Extracts information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.

13. Manages the relationship and communication between key stakeholders concerned by the investigation process or the investigation results.

14. Ability to look for and implement opportunities for making the investigation process shorter without compromising due process and staff welfare.

16. Attends the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

17. Performing any other related duties that may be assigned from time to time by the Manager, Declarations and Financial Investigations or the Director of Investigation.

### **Minimum Required Qualifications and Experience**

- Undergraduate Degree in Accounting, Finance, Law, Criminology or equivalent qualification.
- Minimum of three (3) years' experience in a similar position, preferably in a Public Sector Organisation.

### **Other Desirable Qualifications & Experience that would be an asset**

- Not Applicable.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- Training in Investigative (Financial & otherwise) Techniques.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Consistently displays integrity, model's behaviour, develops people and builds teams.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.
- 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
- Proficiency in the use of Microsoft Office Suites.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.

## **Specific Knowledge**

- Knowledge of the Integrity Commission Act, the Commission for the Prevention Act, the Protected Disclosures Act and all other applicable laws, regulations and policies that is associated with the discharge of the Commission's mandate.

## **Working Conditions**

- Typical office environment, with Travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$6,333,301.00 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, September 12, 2025 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.**