

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Senior Inspector, Licensing and Asset Divestment/Acquisition**

##### **Job Summary**

The incumbent is accountable to the Manager, Licensing and Asset Divestment/Acquisition for the efficient and effective implementation of the Entity's monitoring and investigating of the Government's Licensing & Asset Divestment/Acquisition processes; ensuring adherence to the Laws and Regulations governing the processes, in order that the Entity achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Contributes to the Integrity Commission's Strategic Planning process, paying special attention to the resulting in the annual Division's Strategic Plan and Budget aligned to the Integrity Commission's Strategic Plan.
2. Annually updates Job Accountabilities and Performance Targets for all Direct Reports; ensuring alignment to the Commission's Strategic Plan.
3. Develops, in conjunction with each Direct Report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Constantly reviews the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
5. Coordinates the investigation into any allegation that involves or may involve an act of corruption or any allegation relating to non-compliance in the issuance of licenses and asset divestment/acquisition, in accordance with the provisions of the Integrity Commission's Act.
6. Coordinates the monitoring and investigation of the processes regarding the grant, issue, variation, suspension or revocation of government licenses and permits, with a view to ensuring that: -
  - i. They are awarded impartially, on merit and in a financially prudent manner and in circumstances which do not involve impropriety, breach of any applicable law or guidelines governing the processes or other irregularities.
7. Coordinates the monitoring and investigation of the processes regarding the divestment/acquisition of properties on behalf of the Government of Jamaica, with a view to ensuring that:
  - i. The circumstances of such acquisition/divestment do not involve impropriety or breach of any applicable law relating to acquisition/disposal of state-owned properties or any other irregularity, and where appropriate, that the approved terms and conditions are fulfilled.
8. Maintains a comprehensive system to track patterns relating to the award and use of prescribed licences across select Public Bodies.
9. Reviews all work prepared by Direct Reports for accuracy and completeness and to ensure adherence with the Division's Standard Operating Procedures/Monitoring Process.
10. Assigns Public Bodies and projects to Direct Reports in keeping with Division's SOP.
11. Accompanies Direct Reports to Meetings, Sites Visits, Workshops and any other pertinent meetings involving Senior GOJ Public Officers/Officials.

12. Approves, in conjunction with the Manager, Licensing and Asset Divestment/Acquisition, the weekly/monthly work schedules of Inspectors with a view of ensuring efficient utilization of the Division's human resources.
13. Coordinates, and applies resources, as required, to any special projects being undertaken by the Division.
14. Liaises with Procuring Entities and provide accurate feedback and technical guidance as it relates to their prescribed licensing and asset divestments and acquisitions.
15. Coordinates the intelligence gathering process in relation to violation of GOJ Laws, Policies and Guidelines and determine where there have been improprieties or irregularities.
16. Undertakes investigations of very high priority, sensitive and complex cases, when necessary.
17. Establishes a system to monitor and ensure that investigations are conducted in compliance with established standards and procedures.
18. Ensures that a professional relationship is maintained with all key stakeholders concerned with the monitoring and investigation process.
19. Keeps current with all legislations and best practices relating to the issuance of licenses, asset divestment/acquisition.
20. Procures an annual list, as appropriate, of licenses issued, assets acquired/divested from all Public Sector Organisations.
21. Reports breaches/violations discovered in the issuing of licenses and assets acquired/divested to the Manager, Licensing, Asset Divestment/Acquisition.
22. Contributes to the preparation of the Licensing and Asset Divestment/Acquisition Department's monthly performance report and attend the monthly Department Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
23. Performs any other related duties that may be assigned from time to time by the Manager, Licences and Asset Divestment/Acquisition or by the Director of Investigation.

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

1. Undergraduate Degree in Management Studies, Business Administration, Law or another related field, or
2. Undergraduate Degree in Construction Management, Engineering, or another related field.
3. Minimum of three (3) years' experience, working in a supervisory position in a time sensitive and dynamic environment, at least two (2) years of which should be in the Public Sector or  
Two (2) years' experience working in a time sensitive and dynamic environment as a Monitoring/Compliance Inspector in a Public Sector Organisation or Anti-Corruption environment.

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

- Formal Training in the Government Procurement Policies and Guidelines/Public Private Partnerships Regulatory Compliance
- Formal training in supervisory management/project management or similar competence

### **Desired Skills & Competencies**

1. Shares the Commission's values, mission and vision.
2. Training in Investigative (Financial & otherwise) Techniques.

3. Excellent Reasoning Power and Analytical Skills.
4. Ability to plan and organize within a constantly changing environment and prioritize among conflicting demands.
5. Manages continuity, change and transition and knows how to influence and enable others.
6. Experience and understanding of the GOJ's operations in particular to the Issuance of Licences/Permits, Land Acquisition/Divestment.
7. Anticipates and solves problems and takes advantage of opportunities.
8. Consistently displays integrity, model behavior, develops people and builds teams.
9. Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
10. Proficiency in the use of Microsoft Office Suites.
11. Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
12. High level of confidentiality, honesty and integrity.
13. Works on own initiative, trustworthy and result oriented.
14. Effectively plan and manage time.

### **Specific Knowledge**

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Knowledge of the GOJ Land Divestment Policies, Privatisation Manual and Public Private Partnerships.
- Knowledge of government prescribed licences.

### **Working Conditions**

1. Typical office environment, however some travel required.
2. Irregular hours from time to time.
3. Occasional exposure to hostile environment.
4. Some mental pressure due to demands of the Job.

### **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.**