

OFFICE OF THE INTEGRITY COMMISSION

The Office of the Integrity Commission invites applications to fill the vacant position of **Investigating Officer**.

POST OBJECTIVE:

To manage the day-to-day activities and provide expertise, for the effective and efficient functioning of the investigations process and enforcement, pertaining to Financial Disclosure and the Code of Conduct.

KEY TASKS (Include, but not restricted to):

1. Develop and manage full-time investigations processes, ensuring they are executed in a sensitive and confidential manner and with the highest levels of efficiency and propriety, through the use of investigating tools and methodologies including:
 - Conducting field enquiries, Interviews and Research..
 - Liaising with internal and external parties, including local law and other enforcement authorities, government and non-government agencies, as necessary.
2. Management of the complaints system to ensure that all complaints communicated are carefully handled and appropriate follow-up action is taken.
3. In collaboration with the administrative and technical officers, develop and implement appropriate policies, standards and the Strategic Plan for the Commission
4. Attend court and other legal proceedings to provide evidence on matters relating to the work of the Commission, as may be required.
5. Assist the Commission in the execution of its functions in accordance with the Integrity in Public Life and Prevention of Corruption Acts, relevant legislation and regulations.

QUALIFICATIONS REQUIRED FOR APPOINTMENT:

- At least a Bachelor's Degree in Social Science or a related field.
- Specialized certification in investigative work will be an asset.

COMPETENCIES, SKILLS AND PERSONAL ATTRIBUTES REQUIRED FOR APPOINTMENT(Include, but not restricted to):

- Sound knowledge of acceptable investigative principles and practices including case preparation; the criminal code; criminal proceedings and methods of evidence-handling.
 - Teamwork and networking with a broad array of internal and external contacts at all levels .
 - Highest standards of ethics, confidentiality, interpersonal relationships, management skills, discretion and conflict resolution skills.
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EXPERIENCE REQUIRED FOR APPOINTMENT:

- A minimum of five (5) years experience in investigative work, preferably with a public law enforcement agency, international human rights agency, public international agency, private investigative or security firm, or military or national security or intelligence agency.
- A minimum of three (3) years at a management or supervisory level.

REMUNERATION:

Commensurate with qualifications and experience.

SUBMISSION OF APPLICATIONS:

Interested persons are required to submit applications to:

The Chairman
Office of the Integrity Commission
P.O. Box No.90
Archibald Avenue
St George's

E;mail: integritycommission.gnd@hotmail.com
Telephone: 473-439-9212/ 473-534-5190
Fax: 473-439-9211

Applications should reach the Office of the Integrity Commission no later than,
February 17, 2014. Only suitable applications would be acknowledged.
