



## **JOB VACANCY NOTICE BY THE TCI INTEGRITY COMMISSION – COMPLIANCE OFFICER**

The Turks and Caicos Islands Integrity Commission invites applications from suitably qualified individuals to fill the vacant position of **COMPLIANCE OFFICER** within the Commission.

### **FUNCTIONS AND RESPONSIBILITIES OF COMPLIANCE OFFICER**

The functions and responsibilities of the Compliance Officer are (a) to assist the Senior Compliance Officer in the discharge of his/her responsibilities as are set out below, (b) to deputize for the Senior Compliance Officer in his/her absence, and (c) to carry out such duties, consistent with the mandates of the Commission, as may be assigned from time to time by the Commission, whether directly or through the Director, or the Senior Compliance Officer.

#### **Purpose and Key Responsibilities of Senior Compliance Officer**

- (a) To have oversight of the day-to-day management of the Compliance Unit of the Integrity Commission;
- (a) To manage, supervise and assist personnel of his/her Unit in ensuring that the Commission effectively and efficiently discharges its mandate as anti-corruption agency and institution protecting good governance, through:
  - the promotion of integrity, honesty and good faith in public life of the TCI;
  - the robust implementation of and compliance with the provisions of the Integrity Commission Ordinance, Political Activities Ordinance, Bribery Ordinance, the Code of Conduct for Persons in Public Life, and the Constitution to the extent relevant to the Commission.
- (b) To develop measures, including compliance policies, manuals and strategies aimed at strengthening the Integrity Commission's ethical standards and anti-corruption efforts.

#### **Other Key Responsibilities of Senior Compliance Officer Include:**

- Manage the intake and secure storage of declarations and statements of registrable interests; Provide oversight of and lead in the reviews and examinations of declarations for compliance, ensuring completeness, accuracy, consistency and validity of information for purposes of issuance of Compliance of Certificate;

- Provide oversight of and lead in the review and examination of statements of registrable interests for compliance, ensuring completeness, accuracy, consistency and validity of information for purposes of compiling and maintaining the Register of Interests;
- Manage the execution of full audits on declarations and statements of registrable interests to determine if there is evidence of possible corruption, falsehoods or fraudulent representations;
- Manage the examination of the practices and procedures of public bodies in order to facilitate the discovery of corrupt practices;
- Assist public bodies in developing robust policy and strategy to fight corruption and install integrity in their operations, including in the setting of ethics and compliance standards;
- Instruct, advise and assist the management of public bodies to put in place changes in practices or procedures necessary to prevent or reduce the occurrence of corrupt acts;
- Refine and improve on the current compliance policies and procedures and develop position papers on related issues;
- Provide ethics advice and information in relation to the Code of Conduct and conflict of interests matters;
- Design and implement training, communication and outreach strategy for “specified persons in public life”;
- Assist in other areas of work in the Commission as it becomes necessary;

### **Qualifications and Experience**

- A Bachelor’s degree or equivalent in Accounting, Auditing, Law or similar.
- A minimum of ten years’ experience in auditing and/or compliance reviews, including at least 2 years at a senior managerial level;
- Professional certifications, such as the CCEP, CIA and/or CFE would highly desirable.
- Overseas work experience (ideally in the Overseas Territories), experience of working closely with other cultures, and/or experience working with public services in small Islands states.
- A strong track record of achievement in compliance and related work.

### **Competencies and Other Desirable Qualities Include:**

- Possess and demonstrate the highest standards of integrity, probity and understanding of fiduciary responsibilities to the people of the Turks and Caicos Islands;
- Experience in administering a financial disclosure programme;
- Knowledgeable of current “best practices” in ethics and compliance programs, policies and procedures;
- knowledge and understanding of global anti-corruption and good governance laws and regulations and ethical codes;
- Proven knowledge of public sector anti-corruption issues, policies and practices;
- Excellent understanding of financial instruments and transactions including banking instruments, investment vehicles and instruments, cash flows, corporate structures, partnership arrangements, and similar;
- Good knowledge of investigative strategies, principles and methods;
- Ability and experience in conducting interviews, eliciting relevant information and dealing with a wide range of stakeholders;
- Good analytic and evaluation skills to identify procedural or compliance weaknesses, and strong problem-solving ability;

- Be able to provide guidance on compliance and financial disclosure issues;
- Excellent interpersonal skills and oral and written communication and presentation skills
- Ability to manage and review large volumes of data, as well as experience and skill in reviewing documentation to identify relevant evidence;
- Demonstrates understanding of the importance of maintaining confidentiality and awareness of how to handle and maintain documents of evidentiary value;
- Excellent IT competence, particularly in the use of spreadsheets, and the ability to drill down into computerised data to discover hidden information;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- The ability to work under pressure and independently, as well as collaboratively with colleagues to achieve organizational goals;
- The applicant will particularly demonstrate suitability for a role that involves driving forward good governance, integrity and anti- corruption messages in the sensitive political and fragile financial, milieu of a small Overseas Territory.

### **Remuneration**

Salary will be paid in the range of \$60,000 to \$66,000 per annum, depending upon qualifications and experience.

### **Location**

The position will be based at the Commission's office in Grand Turk. However, the Commission reserves the right to relocate the position to its office in Providenciales.

### **Specific Requirement for TCI Integrity Commission Ordinance**

The successful candidate who is appointed to this post will be required to file with the Governor, a Declaration of Income, Assets and Liabilities, pursuant to section 39 of the Integrity Commission Ordinance.

### **Application Procedure**

Applicants are requested to submit their CV together with an accompanying letter demonstrating why they would wish to work with the Commission and what particular attributes they would bring to its work. Certified copies of qualifications as well as the names and letters of two referees must be submitted with your application.

### **The Deadline for the Submission of Applications is December 14, 2018**

*Please note that only applicants selected for an interview will be notified.*

Applications should be returned to the Secretary, TCI Integrity Commission either by email, fax, or mail. Direct mail should be addressed to Mrs. Wanda Ariza, Secretary, The Integrity Commission, Franklyn Missick Building, Church Folly, Grand Turk, Turks and Caicos Islands. The contact details are: e-mail: [secretary@integritycommission.tc](mailto:secretary@integritycommission.tc); or [Info@integritycommission.tc](mailto:Info@integritycommission.tc); Tel. 9461941; Fax. 9461355.