



JOB VACANCY NOTICES BY THE TCI INTEGRITY COMMISSION

The Turks and Caicos Islands Integrity Commission invites applications from suitably qualified individuals to the following positions which will soon be vacant within the Commission.

1. Director:

(post to be based in Grand Turk or Providenciales)

Purpose and Key Responsibilities

The appointee will:

- (a) have the overall responsibility of the day-to-day administration of the Integrity Commission offices;
- (b) manage, supervise and assist personnel in ensuring that the Commission effectively and efficiently discharges its mandate as an anti-corruption agency and institution protecting good governance, through:
 - (i) the promotion of integrity, honesty and good faith in public life of the TCI;
 - (ii) the robust implementation of and compliance with the provisions of the Code of Conduct for Persons in Public Life, Integrity Commission Ordinance, Political Activities Ordinance, the Bribery Ordinance, the Constitution, to the extent relevant to the Commission, and such other Ordinance(s) in respect of which the Commission has a mandate to implement.

Other Key Responsibilities include, to:

- develop and sustain systems and procedures for the effective and efficient running of the Commission;
- develop policies and (short, medium and long term) strategy for the Commission, particularly aimed at strengthening the Integrity Commission's ethical standards and anti-corruption efforts, and to ensure its sustainability;
- oversee the declaration, compliance and investigation processes, ensuring due process, management and administration in accordance with the requirements of the Ordinance;
- ensure the proper investigation of allegations of fraud, financial crimes, corruption and misconduct within the public service;
- support government departments and public bodies in implementing anti-corruption measures and securing integrity, and particularly foster an ethical work environment within the TCI's Public Service;
- oversee the proper management and maintenance of a fit-for-purpose computer and information communication and technology systems;

- ensure the security of the Commission offices and all assets whether on or off the premises, including but not limited to computer and other IT equipment and infrastructure, manual and electronic files;
- prepare and present Commission’s annual budget to the Ministry of Finance and relevant Committee of the House of Assembly;
- ensure the proper management of the Commission’s finances within the framework of the public finance management and accountability Ordinances, including the Public Finance Management and Public Procurement Ordinances

Qualifications and Experience

- Preferably should hold a Master’s Degree or its equivalent, and professional certifications in law, accountancy, auditing, management or public administration or similar;
- Have a minimum of 12 years professional experience in law, accountancy, auditing, general management or public administration, including at least five (5) years at a senior managerial level.
- preferably have gained overseas work experience (ideally in the Overseas Territories) or experience in working closely with other cultures;

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;
- proven knowledge of public sector anti-corruption issues, policies and practices;
- knowledge and understanding of global anti-corruption and good governance laws and regulations and ethical codes;
- knowledge of current “best practices” in ethics and compliance programs, policies and procedures;
- good knowledge of investigative strategies, principles and methods;
- demonstrate excellent inter-personal relationships and management skills, respect for confidentiality, discretion and tact, conflict resolution skills, and the ability to lead a specialist, multi-disciplinary team working to tight deadlines, often in difficult and challenging circumstances of small islands environment;
- 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.
- demonstrate the ability to rapidly attain a good knowledge and appreciation of TCI law as it pertains to corruption and integrity in public life, and a willingness to subscribe to and champion the vision and mission of the Commission, articulating its policies and values in public fora.

Timing

This contract will be for a two- year period, renewable upon satisfactory completion of previous contract and on such terms as may be mutually agreed.

Remuneration

Salary is \$110,000 per annum(circa) but negotiable depending on qualification and experience

2. Senior Compliance Officer *(post to be based in Grand Turk or Providenciales)*

Purpose and Key Responsibilities

- (a) To have oversight of the day-to-day management of the Compliance Unit of the Integrity Commission;
- (c) 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 include, to:

- 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;

Qualification and Experience

- a Master's degree or equivalent in Accounting, Auditing, Law or similar.
- a minimum of ten years' experience in auditing, organizational ethics and compliance reviews, including at least 5 years at a senior managerial level;
- Professional certifications including a CCEP, CIA, CFE are 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 is \$78,000 per annum(circa) but negotiable depending on qualification and experience

3. Investigative Officer

(post to be based Grand Turk or Providenciales)

Purpose and Key Responsibilities

- To conduct or have oversight of the conduct of investigations and inquiries into all contraventions or breaches of the Code of Conduct, provisions of the Constitution (relevant to the Commission), the Integrity Commission Ordinance, the Political Activities Ordinance and the Bribery Ordinance;
- To conduct and manage investigations into allegations of corruption and to participate in good governance reviews of public bodies;
- Through the Senior Investigative Officer, to act as the Commission's liaison with the DPP, the RTCIPF and other law enforcement agencies on matters referred for further investigations and or prosecution;
- To assist the Senior Investigative Officer to manage the inflow of information, reports and complaints to the Commission and to establish and manage an effective system to this effect;
- To provide expertise and advice on all investigative and enforcement related issues and to function as a member of the investigative and enforcement team reporting to the Commission through Director.

Qualifications/Experience:

- The appointee should preferably hold a good Bachelor's degree or equivalent, in Law Enforcement, Forensic Auditing, Accounting, Law or similar;
- Minimum of ten years substantially relevant experience required in areas such as: Complex financial crime investigations and criminal prosecution, fraud or corruption/forensic auditing or accounting. Proven experience in interviews and interrogation involving both cooperative and hostile witnesses, and subjects of investigations. Recent and relevant senior policing, fraud squad experience would be particularly valued.

Technical and related Skills:

- Comprehensive knowledge of investigative strategies, methodologies and techniques, which may include experience in complex litigation strategy;
- Ability to conduct witness interviews, handle depositions or otherwise elicit relevant testimony;
- Strong writing and editing skills; experience collecting and reviewing documentation to identify relevant evidence.
- Outstanding ability in gathering, analyzing and synthesizing information from multiple sources and/or formulating perspectives to make clear, timely and well-reasoned decisions and recommendations.
- Knowledge of the legal and government system in TCI or other Overseas Territory.
- Strong IT knowledge and the ability to drill down into IT systems and computerized data to discover hidden information.
- Good analytic and evaluation skills to identify procedural or compliance weaknesses, and strong problem-solving ability;

Competencies and Other desirable qualities include:

- Possession of the highest standards of integrity and probity, and understanding of fiduciary responsibilities to the people of the Turks and Caicos Islands;
- The ability to work effectively in teams, as well as being able to work independently and under pressure;
- Ability to demonstrate cross-cultural sensitivity in sharing knowledge and information;

- Excellent oral and written communication and presentation skills and inter-personal skills;
- 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 is \$60,000per annum (circa) but negotiable depending on qualification and experience.

Specific requirement for TCI Integrity Commission Ordinance

The successful candidate to each post will be required to file with the Governor, a Declaration of Income, Assets & 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 applications is 31st of January 2018.

Please note that only applicants selected for interview will be notified. Applicants who had previously applied for any of these posts need not apply again.

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; or Info@integritycommission.tc; Tel. 9461941; Fax. 9461355.

For further information on these vacant posts, please visit the Commission's website at www.integritycommission.tc