

TURKS AND CAICOS ISLANDS



## **JOB VACANCY – COMPLIANCE OFFICER**

The Turks and Caicos Islands Integrity Commission invites applications from suitably qualified individuals for the following vacant position.

### **COMPLIANCE OFFICER**

#### **Role and Key Responsibilities:**

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 carry out any special projects as assigned by the Senior Compliance Officer
- (c) to deputize for the Senior Compliance Officer in his/her absence,
- (d) 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.

#### **In assisting the Senior Compliance Officer, the successful candidate may have to be involved in:**

- (a) Overseeing the day-to-day management of the Compliance Unit, including case allocation, supervision, and quality assurance;
- (b) Managing the Compliance Unit, ensuring that, from the perspective of compliance, the Commission effectively and efficiently discharges its mandate as an anti-corruption agency and an institution protecting good governance through:
  - Promoting integrity, honesty and good faith in public life in the Turks and Caicos Islands;
  - Applying the provisions of the Integrity Commission Ordinance, the Code of Conduct for Persons in Public Life, and the rules and procedures established by the Commission, so far as they relate to compliance enforcement.

- (c) Developing compliance policies, manuals and strategies aimed at strengthening the presence of ethical standards in Specified Persons in Public Life and reinforcing the Integrity Commission's anti-corruption efforts.
- (d) Maintaining confidentiality and handling sensitive information with the highest level of professionalism and integrity.
- (e) Supervising and Developing new Compliance Personnel: Lead, mentor, and supervise compliance officers and support staff. Fostering a high-performance culture by providing guidance, conducting performance appraisals, and facilitating ongoing professional development to build capacity within the team. Ensuring staff adherence to policies, procedures, and ethical standards.

**Other Responsibilities of the successful candidate include:**

- Managing the intake and the secure storage of Declarations of Financial Position and Statements of Registrable Interests, ensuring proper documentation and entry of all submissions to the Commission's data recording system;
- Providing oversight and the review of statutorily required declarations, ensuring completeness, accuracy, consistency and validity of information for purposes of issuance of Certificates of Compliance;
- Providing oversight and the review of statements of registrable interests, ensuring completeness, accuracy, consistency, currency and validity of information for purposes of compiling and maintaining the Register of Interests;
- Gathering supporting documents, conduct interviews, and analyse findings relevant to declarations and statements of interests;
- Providing, in support of public officials and public entities, advice on compliance with relevant legislation, standards, conflicts of interest, the Code of Conduct, and related ethical matters;
- Managing the execution of full audits of declarations and statements of registrable interests to determine whether there is evidence of possible corruption, falsehoods or fraudulent representations;
- Assisting in the examination of the practices and procedures of public bodies in order to facilitate the discovery of, and/or recommend the implementation or amendment of, policies and procedures designed to prevent corrupt practices;
- Assisting, as necessary, public bodies in developing policies and strategies to discourage corruption and instil integrity in their operations, beginning with the setting of ethical and compliance standards;
- In collaboration with the Public Education Unit, designing and implementing strategies and programmes for training Specified Persons In Public Life;
- Preparing operational, performance, and compliance reports for the Commission.
- Assisting in the preparation of, for the consideration of the Commission, position papers on compliance-related issues, and perform any additional duties as necessary for the effective functioning of the Compliance Unit.

### **Qualifications and Experience:**

- Bachelor's Degree or Professional Certification in Compliance, Law, Business, Finance, Accounting, Risk Management or similar.
- a minimum of two years' work experience in Compliance, Law, Anti-Money Laundering, Fraud Prevention or similar;
- experience working closely with persons from other cultures;

### **Competencies and other desirable qualities include:**

- proven demonstration of the highest standards of integrity, probity and understanding of fiduciary responsibilities;
- knowledgeable of current "best practices" in compliance policies and procedures;
- excellent understanding of financial transactions, and the behind-the-scenes documentation that facilitate them, such as banking devices, investment vehicles and instrumentation, cash flow statements, corporate structures, partnership arrangements, and similar matters;
- good understanding of appropriate investigative strategies, principles and methods;
- experience in conducting interviews, eliciting relevant information from persons reluctant to give it;
- good analytical and evaluation skills which enables quick identification of procedural or compliance weaknesses, and strong problem-solving ability;
- the ability to provide guidance on compliance and financial disclosure issues;
- excellent interpersonal skills and superb oral and written communication and presentation skills in the English language;
- ability and skill in reviewing large volumes of data and documentation, to identify relevant anomalies for the purposes of the reporting requirements;
- demonstrated understanding of the importance of maintaining confidentiality, and experience in handling and maintaining documents of evidentiary value;
- IT experience, particularly in the use of spreadsheets, and the ability to drill down into computerised data to discover hidden information;
- conscientious commitment to efficiency, duty, observing deadlines and achieving results;
- ability to work independently, as well as collaboratively with colleagues, to achieve organisational goals;

### **Location**

The Compliance Officer position may be based on Grand Turk or Providenciales.

### **Remuneration**

The starting salary for this role is USD \$64,985 per annum with an accompanying annual housing allowance of USD \$9,600 - \$14,400 (depending on where based).

### **Specific requirements under the Integrity Commission Ordinance**

The successful candidate will be required to file with the Governor a Declaration of Income, Assets & Liabilities. This declaration will include details relating to his/her spouse

and dependent children, pursuant to section 39 of the Integrity Commission Ordinance. He/she is also required to swear/affirm an oath of secrecy before commencing work.

### **Term of Contract**

If the successful candidate requires a work permit, the contract will be for a period of two years in the first instance, renewable upon mutual agreement, but subject to the Commission's ability to secure subsequent work permits for him or her.

### **Application procedure**

Applicants are requested to submit their CV together with a cover letter setting out how they satisfy the criteria for this role, to be delivered to the Secretary, the Turks and Caicos Islands Integrity Commission, Franklyn Missick's Building, Church Folly, Grand Turk, the Turks and Caicos Islands, or by email, addressed to [secretary@integritycommission.tc](mailto:secretary@integritycommission.tc)

Applicants should include contact details for two referees who will be asked for written references should the applicant be successful.

Applicants who are Islanders are encouraged to send a copy of their application to the Commissioner for Labour.

Any International applicant, if selected for the position, will have to provide a current medical, along with details of childhood vaccinations, as part of the process to obtain a certificate of good health in order to process the requisite Work Permit application.

### **THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS 16<sup>th</sup> MARCH 2026**

Applicants should note that only those who are short-listed for interview will be notified.

Applicants should also note that, due to the sensitivity of this role, the Commission will undertake a thorough vetting process of the successful candidate, to be carried out by an independent third-party vetting firm.