

TURKS AND CAICOS ISLANDS



Vacancy Announcement

Director, Turks and Caicos Islands Integrity Commission

The Turks and Caicos Islands Integrity Commission invites applications from suitably qualified candidates for the position of **Director**.

Primary Responsibilities:

The appointee will –

- a. have the overall responsibility of the day-to-day administration of the Integrity Commission's offices;
- b. manage, supervise and assist personnel in ensuring that the Commission effectively and efficiently discharges its mandate as an anti-corruption agency and an institution protecting good governance, through:
 - (i) the promotion of Integrity, Honesty and Good Faith in Public Life of the Turks and Caicos Islands;
 - (ii) the robust implementation of, and compliance with, the provisions of the Constitution of the Turks and Caicos Islands, The Integrity Commission Act and integrated Codes of Conduct for Persons in Public Life, The Political Activities Act, The Bribery Act, and to the extent relevant to the Commission, such other Acts that the Commission may be mandated to implement and oversee.

Other Key Responsibilities:

The appointee will also be expected to –

- Oversee and sustain the systems and procedures of the Commission for its continuing effectiveness and efficiency, and where necessary, develop new ones;
- Oversee the policies and strategies of the Commission, and develop, as necessary, new ones aimed at strengthening the Integrity Commission's anti-corruption efforts, and ensuring its sustainability;
- Oversee the asset declaration and compliance screening processes, ensuring due process, management and administration in accordance with the requirements of the Integrity Commission Act;
- Oversee the investigative process ensuring the proper investigation of allegations of fraud, financial crimes, corruption and misconduct within the Turks and Caicos Islands Public Service;
- Support Turks and Caicos Islands government departments and public bodies in the implementation of anti-corruption measures and best practices, and to continually enhance the ethical work environment within the Turks and Caicos Islands Public Service;
- Oversee the proper management and maintenance of a fit-for-purpose computer and information communication/technology system;

- Ensure the security of the Commission's offices and all of its assets, whether on or off the premises, including but not limited to computer and other IT equipment and infrastructure, manuals and electronic files;
- Prepare and present the Commission's annual budget to the Ministry of Finance and the relevant Committees of the Turks and Caicos Islands House of Assembly;
- Ensure the proper management of the Commission's finances within the framework of the Turks and Caicos Islands's Public Finance Management and accountability acts.

Professional Qualifications and Experience:

The successful candidate will –

- preferably hold a Master's Degree or its equivalent, and professional certifications in either law, law enforcement, accountancy, auditing, management or public administration or similar;
- preferably have a minimum of 12 years professional experience in law, law enforcement, accountancy, auditing, general management or public administration, including at least five (5) years at a senior managerial level;

Key Competencies and Other Desirable Qualities:

The successful candidate should –

- possess and demonstrate the highest standards of integrity, probity and understanding of fiduciary responsibilities to the people of the Turks and Caicos Islands;
- have proven knowledge of public sector anti-corruption issues, policies and practices;
- have knowledge and understanding of global anti-corruption and good governance laws and regulations and ethical codes;
- have knowledge of current "best practices" in ethics and compliance programs, policies and procedures;
- have 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 the difficult and challenging circumstances of a small island 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 British Overseas Territory;
- demonstrate a willingness to subscribe to and champion the vision and mission of the Commission, and to articulate its policies and values in the public fora.

Term of Contract

This Director's contract will be for a two-year period. There may be an option for renewal subject to satisfactory completion and to such terms as may be mutually agreed.

Remuneration

An annual basic salary will be paid in the range of \$146,792 - \$170,234, accompanied by a \$14,400 per annum housing allowance

Location

The Director may be based at the Commission's Office in Grand Turk or Providenciales. Wherever based the Director will have to visit the other office with regularity.

Specific requirement for Turks and Caicos Islands Integrity Commission Act

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 Act. He/she is also required to swear/affirm an oath of secrecy before commencing work.

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.

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.

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS 24th October 2026

Applicants should note that only those who are successful in progressing through a short-listing process for an interview for the role will be notified.

Applicants should also note that, due to the sensitivity of this role, the IC , may at its sole discretion, undertake a vetting process of the successful candidate. This process will be undertaken by an independent third-party vetting company.