



Integrity Commission of the Turks and Caicos Islands

Vacant Position of Intelligence/Investigative Officer

The Turks and Caicos Islands Integrity Commission invites applications from suitably qualified individuals for the position of **Intelligence/Investigative Officer**.

Purpose and Key Responsibilities:

- To participate in the management of the acquisition and development of tactical and strategic intelligence and other prevention initiatives, that are focused upon the identification of corrupt activities and practices within the Turks & Caicos Islands (TCI) public sector.
- To operate and undertake the effective implementation of a 'Whistle-blowing' regime within the statutory framework which underpins the work of the Integrity Commission as an anti-corruption body.
- To assist the Senior Investigative Officer in the discharge of his investigative duties as more particularly set out herein.
- To receive and manage all intelligence related matters of the Integrity Commission.
- To maintain and manage appropriate mechanisms for receiving reports, complaints and information on potential and alleged corrupt practices and conduct, as well as breaches of the Code of Conduct for Persons in Public Life in the TCI.
- To participate in operations, investigations, projects and corruption prevention initiatives; gathering information, intelligence and evidence in order to build knowledge of corrupt activities and practices, and, on occasion, using innovative covert techniques to achieve operating objectives.
- To provide advice on legislation, policy and tactical options, and to assist in the planning and implementation of investigations, operations and prevention initiatives.
- To provide tactical and strategic support to the Commission through research, target profile development, the collection and analysis of evidence/data, the production and dissemination of intelligence and evidential products, and by identifying corruption prevention opportunities.
- To develop and implement relevant policy to ensure the quality, secure handling and dissemination of intelligence, and to maintain confidentiality, sensitivity and the associated duty of care.
- To provide expertise and advice on all intelligence gathering and enforcement related issues, and to function as a member of the enforcement team reporting to the Commission through the Director.
- To conduct case management, and to create, maintain and update relevant records and databases, including operational or activity spreadsheets, case files and monthly reports.

The successful candidate will also assist the Senior Investigative Officer to discharge the following duties:

- Manage, conduct, direct or supervise investigations into allegations, reports or complaints of any act of corruption under the Integrity Commission Ordinance, any contravention of the Code of Conduct, any offence under the Political Activities Ordinance, or under the Constitution, or any other Ordinance which has assigned responsibility for the investigation of such offences to the Commission.
- Develop methods and strategies to detect, deter and prevent corruption and misconduct among persons in public life.
- Prepare and present reports of investigations to the Director and to the members of the Commission or any sub-committee thereof.
- Liaise and cooperate with local, regional or international police forces and other law enforcement agencies.
- Participate, when necessary, in the review and examination of processes and practices of public bodies to facilitate the discovery or prevention of corrupt practices.
- Prepare and present, as required, to the members of the Commission, a programme for the conduct of investigations within the Public Service and other bodies which come under the purview of the Integrity Commission.
- Discharge such other responsibilities that are consistent with the mandate of the Commission, as may be assigned to you from time to time by the Commission directly, or through the Director, or the Senior Investigative Officer.

Qualifications and Experience

- A minimum of ten (10) years substantially relevant experience in areas such as sensitive intelligence handling and development, evidence-gathering, complex financial crime investigations, criminal prosecution, fraud, corruption, and forensic auditing or accounting.
- Proven experience in interviews and interrogation, involving both cooperative and hostile witnesses, and subjects of investigations. Recent fraud, covert policing and/or intelligence-gathering experience would be particularly valued.
- Overseas work experience (ideally in the Overseas Territories) or experience at a senior level, working closely with other cultures in a small Island environment would be an asset.
- Evidence of a recent background in policing or similar law enforcement experience, operating within the arenas of serious and organized crime, would be particularly useful.

Technical and Related Skills

- Comprehensive knowledge of investigative strategies, methodologies and techniques, which may include experience in complex litigation/prosecution strategies.
- Ability to conduct witness interviews.
- Strong writing and editing skills, and experience in collating, collecting and reviewing documentation to identify relevant evidence.

- Outstanding ability in gathering, analyzing and synthesizing sensitive information from multiple sources and/or formulating perspectives to make clear, timely and well-reasoned decisions and recommendations.
- Strong IT knowledge and the ability to conduct digital extraction of IT systems and computerized data to discover hidden information.
- Outstanding ability in using Open Source Intelligence to augment and support existing investigations.
- Preferably have experience in the development and management of covert operations and/or integrity testing operations within a serious and organized crime policing arena.
- Good analytic, risk-assessment and evaluation skills to identify procedural or compliance weaknesses, and strong problem-solving abilities.

Competencies and other desirable qualities include:

- Possession of the highest standards of integrity and probity, and an 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.
- The ability to demonstrate cross-cultural sensitivity in sharing knowledge and information.
- Excellent oral and written communication and presentation skills and inter-personal skills.
- The ability to rapidly attain a good knowledge and appreciation of TCI law as it pertains to corruption and integrity in public life.

Remuneration

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

The expectation is that the successful candidate will serve a two (2) year tenure in the role, which may be extended subject to the Commission's agreement.

Base Office Location

The successful candidate will be based in Providenciales.

Application Procedure

Applicants are requested to submit their CV, together with an accompanying letter, demonstrating why they would wish to work with the Integrity Commission and what attributes they would bring to its work.

Copies of relevant qualifications, as well as the names and contacts of two referees must be submitted with your application.

The deadline for applications is 12th October, 2018

Please note that only applicants who are selected for an interview will be notified. **Applicants who may have previously applied for this post need not re-apply.**

Applications should be sent to The Secretary, TCI Integrity Commission, either by email to secretary@integritycommission.tc , or by fax 946-1355.

Direct mail should be addressed to Mrs. Wanda Ariza, Secretary, The Integrity Commission, Franklyn Missick Building, Church Folly, Grand Turk, Turks and Caicos Islands.