

JOB TITLE: COMPLIANCE CLERK

REPORT TO: SECRETARY OF THE COMMISSION

THRU: COMPLIANCE OFFICER

ORGANISATION: OFFICE OF THE INTEGRITY COMMISSION

DATE: 2022-09-06

OVERALL RESPONSIBILITY: To provide support in relation to Compliance Services to the Integrity Commission as assigned by the Compliance Officer and other related duties.

KEY OUTPUTS:

- To consider and make recommendations on Annual Declaration of Assets & Liabilities submitted to the Integrity Commission;
- To provide other units within the Integrity Commission in the execution of the administrative mandate of the Commission, where applicable when it arises;

RANGE OF DUTIES:

- To assist the Compliance Officer in the issuance of documentary receipts to Specified Persons in Public Life;
- To review Annual Declarations of Assets & Liabilities filed with the Integrity Commission;
- To prepare correspondence in relation to Annual Declaration of Assets & Liabilities filed with the Integrity Commission in order to solicit supporting documentation from Specified Persons in Public Life;
- To assist the Compliance Officer to analyze the information on declarations and provide a report with recommendations to the Commission on a weekly basis;
- To provide additional support to the Compliance Unit where applicable to ensure sufficient and useful information garnered towards the verification of declarations filed with the Commission;

- To assist the Compliance Officer to track and monitor compliance of declarations and advise the Commission on compliance issues as they arise;
- To assist the Compliance Officer in the implementation of Compliance Related Systems and Documentation and procedures for the management of Declarations;
- To assist the Compliance Officer to assess complaints;
- To assist the Compliance Officer in other related duties where applicable;

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Five (5) subjects CXC including English Language, Mathematics;
- Experience in Data Entry and Typing, Statistics Management
- Must be computer literate (Microsoft Office)

RESOURCE MANAGEMENT:

- The job holder is responsible for equipment related to his/her functions.

COMMUNICATIONS: He/ She will communicate with officers in other Ministries/departments and members of the public.

WORKING CONDITIONS: Normal Office conditions. May need to work outside of official working hours.

Prepared and approved by: Management of the Integrity Commission