

INTEGRITY COMMISSION OF TRINIDAD AND TOGABO

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR INVESTIGATOR

JOB SUMMARY:

The incumbent is required to manage and conduct investigations into breaches of the Integrity in Public Life Act, corruption and non-compliant declarants.

REPORTS TO: Director, Investigations

SUPERVISION GIVEN TO: Criminal and Financial Investigators.

DUTIES AND RESPONSIBILITIES:

- Analyses investigative material and prepares reports for the Director.
- Assist in preparing the section's budget input and monitoring approval budget allocations.
- Supervise all team members, including setting strategic team goals and defining the code of conduct with monitoring process to ensure achievement of goals.
- Manage the performance of all team members through continual feedback and preparation of appraisal reports.
- Conduct performance reviews of all members and discipline procedures where required.
- Developing and providing continuous training opportunities for all personnel.
- Assist in the developing and implementing investigation team policies and procedures.
- Monitor the equipment and materials resources of the section.
- Prepares investigation reports.

KNOWLEDGE, SKILL AND ABILITIES

- Excellent interview and interrogation skills to handle investigations involving both cooperative and hostile witnesses and subjects of investigations.
- Extensive case preparation and management skills including planning, prioritising, and organising of all allocated investigations.
- In-depth knowledge of criminal proceedings including testifying in criminal courts.
- Extensive experience in investigative fieldwork.
- Experience in managing matters that are highly confidential and exercising standards of integrity.
- Extensive knowledge of the Integrity in Public Life Act, 2000 (as amended)
- Good interpersonal and conflict resolution skills, ability to use tact and discretion.

- Current knowledge of corruption and fraudulent trends to better furnish the team with advice.
- Knowledge of related administrative policies and procedures.
- Demonstrated ability to work in stressful situations over long periods of time.
- Proficiency in Office Suite.
- Uses innovative and creative thinking to enhance the planning, execution and analysis of all investigations.
- Attention to detail is required to ensure accuracy and completeness of all investigative material.
- Uses emotional intelligence and communication skills to maintain good relationship within and with external entities.
- Good organisational skills to conceptualize and carry out investigations.

MINIMUM EXPERIENCE AND TRAINING

- Background in law enforcement in a mid to senior capacity at the level of Inspector or above with extensive involvement in the coordination of complex criminal investigations and preparation of court cases.