

POSITION DESCRIPTION

Independent Commission Against Corruption

AM8050 - Team Leader - Investigations

The **Independent Commission Against Corruption (ICAC)** was established by Part VIII Division 3 of the *Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies.

Applications are invited from qualified and experienced professionals for this role based in Port Moresby.

Team Leader - Investigations

This role will report to the Director Investigation on all investigation matters of the team and will be responsible for carrying out and overseeing investigations relating to allegations of corrupt conduct in performance of the ICAC's functions, including managing, leading, supervising and coordinating the investigations undertaken by a specific investigation team.

Key Responsibilities:

- Lead, manage and oversee investigations into allegations of corrupt conduct using the powers available to the ICAC, including using conventional, covert and coercive investigation powers
- Lead, manage and coordinate the staff and resources of the team
- Supervise and mentor team members and take responsibility for the quality of the work produced by them
- Develop, promote, and uphold the investigation standards and procedures of the ICAC
- Develop and explain clear investigation plans, activities, and results
- Prepare accurate and useful reports, briefings and summaries on investigation status, progress, issues, and outcomes to the Director
- Supervise the preparation of and prepare briefs of evidence for use in ICAC hearings, criminal prosecutions, civil matters, disciplinary processes or other actions by other public sector authorities
- Provide information about significant operational and organizational risks through the Director to the Office of the Executive Director in a timely, accurate and impartial way
- Provide the Office of the Executive Director expert advice and support through the Director on investigative matters
- Clearly communicate roles, tasks and timeframes to investigation team members and support and provide them with necessary assistance where required
- Maintain records so that information about operational progress, decision making, and reasoning is accurate, secure, and readily available to others
- Manage any conflict among team members and promote productive internal and external working relationships
- Encourage staff development and support organizational improvement, including contributing to the development of internal procedures governing investigative activities
- Identify, prioritize, and manage the team's resources and technical requirements for investigative activity
- Keep relevant people informed of pertinent information in a timely manner
- Maintain and secure records in accordance with ICAC policies and procedures
- Seek legal and other expert advice to support investigations as required
- Check court files against the checklist for correctness before referring to Director
- Deal with information confidentially and professionally
- Able to contribute to budget preparation and expenditure control
- Provide on the job training to investigators
- Demonstrate leadership in ethical practice, work health and safety, diversity, employee well-being, confidentiality and information handling and security
- High sense of responsibility and care for state properties
- Assist the Director's office from time to time in the event the Director is out of office

- Maintain any operational safety qualification requirements deemed necessary by the Commission, including the safe use of firearms and defensive equipment
- Carry out other duties as required by the Commission.

Expected Competencies:

- Bachelor's Degree or equivalent in Investigations or a related discipline such as Intelligence, Auditing, Business, Law Enforcement, Forensic Accounting is desirable
- Formal qualifications, or relevant professional experience in conducting criminal or administrative investigations or in assessing or handling complaints
- Minimum of 5-7 years of professional work experience within Papua New Guinea or another similar jurisdiction in investigating serious offences or public sector misconduct
- Knowledge of the criminal law, the rules of evidence and criminal procedures, and understanding of the machinery of government and public sector organizational systems in Papua New Guinea
- Knowledge of the PNG Constitution, Public Service (Management) Act, Public Finance (Management) Act and operational guidelines, Public Service General Orders (PSGO), Governments Development Goals and Objectives, the Organic Law on Independent Commission Against Corruption, and functional roles and responsibilities of the ICAC.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Wednesday, 22 November 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview