

## **Independent Commission Against Corruption**

### **Job Specification**

- Post** : **Chief Officer – Declaration of Assets**
- Report To** : Director - General
- Qualifications** : A Degree or a professional qualification in Law/ Accountancy/ Auditing/ Banking /Finance from a recognized institution or an alternative qualification acceptable to the Commission
- A Post Graduate qualification in the relevant field would be an advantage.
- Experience:** Minimum of five years' experience in accounting/auditing/ investigation/prosecution of criminal, financial/economic offences or legal experience regarding financial or economic offences and;
- At least three years' experience at mid- managerial or supervisory level.
- Note:** Any qualification in Forensic Accounting would be an advantage

### **Competencies & Skills required:**

- i. Demonstrated ability for strong management skills
- ii. Good understanding of the Declaration of Assets Act and related laws; financial instruments and transactions (including banking instruments, investment vehicles and instruments, cash flows, corporate structures, partnership arrangements, asset tracing ,cryptocurrencies, etc.).
- iii. Good interpersonal skills, discretion, conflict resolution skills and teamwork
- iv. Ability to deal tactfully with persons at the most senior level of decision-making
- v. Good analytical and evaluation skills to conduct compliance investigations and to identify procedural or compliance weaknesses in declarations.
- vi. Proactive and have a developed sense of responsibility.
- vii. Strong organisational skills along with ability to manage multi-disciplinary team.
- viii. Maturity of Judgment and high sense of integrity in all circumstances.
- ix. Eye for details.
- x. Good listening and communicating skills (both oral and written).
- xi. Highly disciplined.
- xii. IT literate.

## **Duties & Responsibilities**

1. To be responsible and accountable for the overall management, operation and oversight of the Declaration of Assets (DOA) unit.
2. To assist and advise the Commission in the implementation of the Declaration of Assets Act.
3. To effectively manage all aspects of the Assets Declaration process, including the day-to-day activities pertaining to the receipt, review, verification and disclosure of declarations.
4. To manage the process for imposing penalties for late submissions in accordance with the Act.
5. To provide expertise and advice on compliance
6. To assist in the formulation of policies and strategies.
7. To prepare and participate in information campaigns.
8. To be responsible for the timely preparation and presentation of assignment reports.
9. To prepare timely and concise reports and statistical information on activities related to the compliance process as required
10. To attend court and other legal proceedings and provide evidence on matters relating to the work of the Commission as may be required
11. To keep abreast with updates on the international front relating to changes in the declaration of assets and propose practical implementation, if required, in the Mauritian context.
12. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the Chief Officer in the roles ascribed to him.

**Note:** The Chief Officer DOA, should be prepared to work outside normal office hours, including during week-end and public holiday