



**NOTES & INSTRUCTIONS**

1. These notes and instructions provide applicants with general information about the Independent Commission Against Corruption (ICAC), the posts advertised and recruitment in general.

2. The Independent Commission Against Corruption (ICAC) is an independent organisation established under the Prevention of Corruption Act 2002 as subsequently amended, and is administered and managed by a Board comprising a Director General and two Members. The broad mandate of the ICAC is to:

- detect, investigate and prosecute corruption offences;
- investigate and prosecute money laundering offences;
- better educate the public of the evils of corruption; and
- develop corruption prevention strategies, in accordance with the provisions of the Act.

3. The ICAC's main mission is to expose and eradicate corruption through investigation, corruption prevention and educational activities with a view to promoting integrity and probity.

4. Applications for available posts are invited by advertisement. Advertisements make clear the nature of the post offered, the qualifications, experience and academic standards required to fill it and any particular skills or proficiencies necessary. It also makes clear that a system of integrity checking will be applied to the applicant, which will involve close personal scrutiny of the applicant and interview his family members; relatives; his past and present employers and his personal referees. The ICAC expects a high standard of conduct and work in compliance with a strict code of discipline.

5. In filling an application form, applicants are required to give:

- (a) full personal and family details;
- (b) full academic and employment history;
- (c) contact details for all employers and referees; and
- (d) the correct information as requested.

6. (a) Incomplete, inadequate or inaccurate filling of the application form shall result in disqualification.
- (b) It is very important for the applicant to indicate his National Identity Card Number in the space provided in the application form.
- (c) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will **not** be accepted.
- (d) Applications not made on the prescribed form will **not** be accepted.
- (e) Applications received after the closing date and time mentioned in the advertisement will **not** be accepted.
- (f) The post applied for should be clearly marked on the top left hand corner of the envelope.**
- (g) The completed application form should contain full details regarding previous experience, qualifications and any other factors which would qualify the candidate to carry out the duties of the post applied for. **All candidates should submit photocopies of birth certificates, national identity card and academic, professional and technical qualifications.**

- (h) Should there be any matter not covered by the application form that the applicant wishes to be considered with his application, the details thereof must be given on an additional sheet annexed thereto.
- (i) Originals of birth certificate, school leaving certificate, examination certificates, testimonials or any other papers should **not** be sent with the application form, but must be readily available and produced when requested.
- (j) An applicant should immediately inform the Commission about any change of address.

7. Appointment to positions at the ICAC is through a competitive merit based selection process combined with stringent security and integrity vetting process. Applicants should note that recruitment is not made against reward of any kind. Applicants must, therefore, guard themselves against any person who promises employment against reward, financial or otherwise, and report any such case, (if any), immediately to the Commission.

8. The best qualified applicants will be interviewed and integrity checking of the applicant will be a part of the recruitment procedure. The ICAC endeavours to give applicants adequate advance notice of the interview. Applicants may also be invited to attend a short written, oral or aptitude test.

9. Referee checking is an important element of the selection process. It is designed to seek employment related information about the applicant from past or present supervisors or other people with a direct personal knowledge of the applicants' work behaviour and performance.

10. All applicants will also be required to provide two or more written references attesting to their probity.

11. Recruits in both the Investigation and the Prevention Divisions are required to spend part of their first contract period under training. After an induction course, they continue with on-the-job training and will be posted to operational or support groups.

12. Applicants who are selected:

- (a) will be subject to the official hours of ICAC depending on his/her schedule of duties. He/She may be called upon to work long and unsociable hours;
- (b) have an obligation to take an Oath of Secrecy;
- (c) have an obligation to declare their assets and liabilities and those of their family in accordance with the Act; and
- (d) are subject to a strict code of conduct and ethics.

13. The Commission reserves the right to cancel the recruitment exercise and not to make any appointment following this advertisement.

**ICAC**