

Independent Commission Against Corruption

Job Specification

- Post** : **Senior Officer – Declaration of Assets**
- Report To** : Chief Officer - Declaration of Assets
- Qualifications** : A Degree or a Professional Qualification in Law, Accountancy, Banking or Finance or an alternative qualification acceptable to the Commission
- Experience:** Minimum of three (3) years' experience in accounting/auditing / investigation/prosecution of criminal, financial or economic offences / legal experience regarding financial or economic offences.
- Note:** Any qualification in Forensic Accounting would be an advantage

Competencies & Skills required:

- i. Good understanding of financial instruments and transactions (including banking instruments, investment vehicles and instruments, cash flows, corporate structures, partnership arrangements, asset tracing, cryptocurrencies, etc.).
- ii. Good interpersonal skills, discretion, conflict resolution skills and teamwork
- iii. Good analytical and evaluation skills to conduct compliance investigations and to identify procedural or compliance weaknesses in declarations.
- iv. Pro-active and have a developed sense of responsibility.
- v. Maturity of Judgment and high sense of integrity in all circumstances.
- vi. Eye for details.
- vii. Good listening and communicating skills (both oral and written).
- viii. Disciplined and result-oriented
- ix. IT literate.

Duties & Responsibilities

1. To assist the Chief Officer in the performance of his duties.
2. To cross verify declaration forms with information received through inter institutional collaboration
3. To effectively monitor declaration forms for the purpose of detecting and investigating corruption, money laundering or illicit enrichment.
4. To attend promptly to requests for clarifications from declarants

5. To assist in the formulation of policies and strategies.
6. To assist in the preparation and presentation of assignment reports to the Director General and the Board.
7. To assist in the preparation of timely and concise reports and statistical information on activities related to the compliance process as required
8. To maintain and monitor database to draw list of non-compliant officials
9. To issue letter to non-compliant officials for penalty imposed
10. To follow up on penalties claimed and received
11. To prepare information to be disclosed as per standard format and in compliance with the Act.
12. To participate in information campaigns.
13. To contribute towards the improvement of the DOA system in line with international best practices.
14. To attend court and other legal proceedings to provide evidence on matters relating to the work of the Commission as may be required
15. 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 Senior Officer in the roles ascribed to him.

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