INDEPENDENT COMMISSION
AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)	**ORG SQN NO:** 36	**POS. NO:** ASI003
OFFICE: OPERATIONS	**DESIGNATION/CLASSIFICATION:** GRADE 10	
DIVISION: INVESTIGATION AND INTELLIGENCE	**LOCAL DESIGNATION:** SENIOR ASSESSOR	
BRANCH: INTELLIGENCE AND ASSESSMENT	**REPORTING TO:** DIRECTOR ASSESSMENT **ORG. POS. NO: 35 POS. NO:** ASI001	
SECTION: ASSESSMENT	**LOCATION:** HEAD OFFICE, PORT MORESBY	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
New	*Commission Approval Date*	*Created*

2. JOB CONTEXT

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

The Investigation and Intelligence Division (IID) is within the portfolio of the Deputy Commissioner Operations. The Division is responsible for handling complaints of corruption received by the ICAC and undertaking intelligence and investigative activities

relevant to the mandate of the ICAC. The Assessment Section will receive complaints alleging corrupt conduct and will be required to assess the complaints against the requirements of the OLICAC.

The proper and timely handling of complaints and reports of suspected corrupt conduct will be critical to the operational success of the ICAC and to foster a positive reputation and public trust.

3. JOB OVERVIEW

The position is responsible for managing and assessing complaints and reports of suspected corrupt conduct, in accordance with the functions of the ICAC.

4. KEY RESPONSIBILITIES

- Point of contact for new complaints received by the ICAC.
- Carry out the proper and accurate registration and categorization of complaints and reports of suspected corrupt conduct in accordance with procedures adopted by the ICAC and against the requirements of the OLICAC, in a professional, transparency, impartial and timely manner.
- Analyse relevant information and prepare internal reports and communicate with relevant colleagues throughout the assessment process.
- Make recommendations inline with legislation, based on sound judgment and impartiality, about handling complaints and reports.
- Assist to develop procedures and guidelines for the assessment, categorisiation and prioritization of complaints.
- Assist the Intelligence Director and Assessments to manage and assess complaints in accordance with procedures adopted by the ICAC and in a professional, transparent, impartial and timely manner.
- Undertake or oversee follow up activities with complainants to seek additional information or documentation in relation to their complaints.
- Follow up with public sector agencies for progress updates of complaints and other matters referred to them.
- Maintain accurate written records in a timely manner and prepare regular reports for senior management about the number and type of complaints received and their handling by the ICAC.
- Contribute knowledge for the development of broader ICAC goals, such as to inform strategic, policy, operational, prevention and research advice to the Commission.
- Contribute to the development, implementation and improvement of effective processes and procedures for the assessment of complaints of corruption.
- Develop productive working relationships with key partner agencies of the ICAC, including integrity agencies, law enforcement agencies and regulatory agencies, to exchange information and cooperate on areas of common interest in line with ICAC strategic goals.
- Undertake some project work relevant to the ICAC, such as reviewing policies and procedures, systems, templates, publications and identifying relevant training courses.
- Assist investigative teams as required.
- Assist ICAC in research, prevention activities, investigation, court work and other activities.

- Demonstrate ethical practice, work health and safety, diversity, employee well-being, confidentiality and information handling and security.
- Attend to professional development and support organizational improvement.
- Carry out other duties as required by the Commission.

5. EDUCATIONAL QUALIFICATIONS

- Formal qualifications in conducting criminal or administrative investigations or in assessing or handling complaints in an administrative context is highly desireable.
- Bachelors Degree or higher-level qualification in investigations or a related discipline such as intelligence, auditing, law enforcement, forensic accounting is desireable.

6. KNOWLEDGE

- Some criminal investigation experience and expertise.
- Awareness of law enforcement and administrative investigation processes and methodologies.
- Awareness of the Public Service Management Act, Public Finance Management Act and operational guidelines, PS General Orders, Governments Development Goals and Objectives, and functions and powers of the ICAC.

7. SKILLS

- Manage complaints and reports in a professional, timely and transparent manner.
- Gather relevant information efficiently to inform the assessment process.
- Communication skills, including clear and concise written skills and ability to speak with members of the public clearly to obtain the required information.
- Service focus - being proactive in attempting to resolve or progress complaints in a timely and effective manner.
- Initiative to identify problems and issues and implement effective responses.
- Effective prioritization of work.
- Completion of work to a high standard of quality on a timely basis.
- Analysis of complex information/data concerning corruption allegations and good judgment when managing complaints.
- Able to collect and weigh up information and evidence in an investigative context.
- Organizational skills and ability to manage and meet deadlines.
- Work effectively as a team member.
- Keep relevant people informed of pertinent information in a timely manner.
- Maintain and secure records in accordance with agency policies and procedures.
- Handle information with confidentially and professionalism.
- Computer literacy.
- Operation of standard software applications.

8. WORK EXPERIENCE

- Minimum of 5 years of work experience in a regulatory, law enforcement, or other investigative environment within the Papua New Guinea public service or similar field and some experience assessing complaints.

9. OTHER ESSENTIAL ATTRIBUTES

- Demonstrated commitment to honesty and integrity in service to the public interest.
- Adherence to strict confidentiality requirements and to information protection and security procedures.
- Strong commitment to the Commission's goals, objectives and Code of Conduct.