INDEPENDENT COMMISSION AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)	**ORG SQN NO:** 49	**POS. NO: VARIOUS**
OFFICE: OPERATIONS AND TECHNICAL SERVICES	**DESIGNATION/CLASSIFICATION:** INVESTIGATOR – GRADE 9	
DIVISION: ASSESSMENT, INTELLIGENCE & INVESTIGATION	**LOCAL DESIGNATION:** INVESTIGATOR	
BRANCH: INVESTIGATION	**REPORTING TO:** DIRECTOR INVESTIGATION **ORG. POS. NO:** 45 **POS. NO:** INB001	
SECTION: TEAM 1	**LOCATION:** HEAD OFFICE, PORT MORESBY	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ICAC037	*Commission Approval Date*	*Revised*

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 Assessment, Intelligence and Investigation Division is within the portfolio of the Deputy Commissioner Operations and Technical Services. 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.

High quality and timely investigations into allegations of 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 leading and undertaking complex investigations into allegations of corrupt conduct and related offences within ICAC's jurisdiction, ensuring investigations are conducted efficiently and to a standard capable of supporting disciplinary, civil or criminal proceedings.

Working in close collaboration with the Senior Investigator, the Investigator conducts complex investigations in accordance with relevant legislation and ICAC policies and procedures.

The operational requirements of investigation work mean hours may be irregular and extended, including weekend work and afterhours deployments when required. There is also a requirement for irregular travel within Papua New Guinea, including overnight stays. Investigations staff are also required to demonstrate the flexibility to respond to dynamic operational requirements within a reasonable timeframe.

4. KEY ACCOUNTABILITIES

- Conduct investigations in accordance with applicable legislation, policies and procedures.
- Gather, analyse and evaluate evidence relevant to investigations.
- Implement investigation plans and strategies agreed by the investigation team.
- Identify emerging risks, issues and investigative opportunities and recommend appropriate actions.
- Manage multiple investigations concurrently while meeting performance targets and deadlines.
- Prepare and execute search warrants, seizure activities and evidence collection processes in accordance with legal requirements.
- Prepare affidavits, witness statements and documentary evidence for legal proceedings.
- Maintain continuity, security and integrity of evidence and exhibits.
- Prepare comprehensive briefs of evidence and investigation reports.
- Plan and conduct witness, complainant and suspect interviews.
- Establish and maintain effective information sources and stakeholder networks that support investigations.
- Promote professional investigative standards and ethical conduct.
- Build and maintain productive relationships with government agencies, regulatory bodies, law enforcement agencies and other stakeholders.
- Respond professionally to enquiries and requests related to investigations.

5. SKILLS

- Well-developed planning and organisational abilities.
- Problem solving and analytical skills.
- Able to write well and communicate effectively, both internal and external to the ICAC.

- Identify relevant lines of inquiry, information and evidence and thoroughly analyse them.
- Identify and apply sound investigation tactics and strategies, appropriately assess operational and organisational risks and successfully implement investigation plans and decisions agreed with the investigation team.
- Understand evidence requirements.
- Conduct effective witness interviews and prepare statements that address evidence requirements.
- Ability to prepare briefs of evidence that contain relevant evidence and are complete and fit for purpose.
- Demonstrate high level of communication skills including clear and concise written skills and ability to speak with members of the public clearly to obtain the required information.
- 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.
- 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 ICAC policies and procedures.
- Deal with information confidentially and professionally.
- Computer literacy.
- Operation of standard software applications.

6. KNOWLEDGE & QUALIFICATION

- Bachelor's degree in science, Land Management & Property Studies, Banking & Finance, Information & Communication Science, Computer Science, Psychology, Public Policy & Political Science & Business Management, Governance, Social Works or any related discipline
- Must have a minimum of 2 years' experience in a law enforcement or regulatory body
- Understanding and Knowledge or are willing to learn of the criminal law, the rules of evidence and criminal procedures, law enforcement powers and understanding of the machinery of government and public sector organizational systems in Papua New Guinea.

7. OTHER ESSENTIAL ATTRIBUTES

- Demonstrated honesty, integrity and professionalism.
- Commitment to public service values and ethical conduct.
- High level of confidentiality and discretion.
- Ability to work independently and under pressure.
- Strong commitment to the Commission's vision, mission and strategic objectives.
- Sound judgment, resilience and personal accountability.
- Ability to obtain and maintain relevant security clearances as required.