INDEPENDENT COMMISSION AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)	**ORG SQN NO:** VARIOUS	**POS. NO:** various
OFFICE: OPERATIONS AND TECHNICAL SERVICES	**DESIGNATION/CLASSIFICATION:** SENIOR INVESTIGATOR – GRADE 10	
DIVISION: ASSESSMENT, INTELLIGENCE & INVESTIGATION	**LOCAL DESIGNATION:** SENIOR INVESTIGATOR	
BRANCH: INVESTIGATION	**REPORTING TO: TEAM LEADERS** **ORG. POS. NO:** 45 **POS. NO:**	
SECTION: TEAM I	**LOCATION:** HEAD OFFICE, PORT MORESBY	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ICAC	*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). Its purpose is to contribute, in partnership 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 manages corruption complaints, intelligence gathering, investigations and related operational activities to support the Commission's statutory mandate.

The Senior Investigator plays a critical role in ensuring investigations are undertaken professionally, objectively and in accordance with legislative requirements while maintaining public confidence in the integrity of ICAC operations.

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.

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 RESPONSIBILITIES

- Conduct complex and sensitive investigations in accordance with applicable legislation, policies and procedures.
- Develop, implement and review investigative plans, strategies, timelines and operational objectives.
- Gather, analyse and evaluate evidence relevant to investigations.
- Prepare and conduct interviews to determine further actions based on the information.
- 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.
- Analyse intelligence and identify relevant lines of inquiry.
- Establish and maintain effective information sources and stakeholder networks that support investigations.
- Provide guidance, coaching and technical support to investigators and investigative teams.
- Assist Team Leaders in coordinating operational activities.
- Promote professional investigative standards and ethical conduct.
- Contribute to capability development and knowledge sharing within the division.
- 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.
- Represent ICAC in operational meetings and multi-agency activities when required.

5. KNOWLEDGE

Demonstrated knowledge and understanding of:

- Criminal law, rules of evidence and criminal procedures.
- Investigation methodologies and intelligence gathering processes.
- Law enforcement powers and investigative practices.
- Public sector governance and administrative systems in Papua New Guinea.
- Public Service Management Act (PSMA).

6. SKILLS

- Advanced investigative and analytical skills.
- Evidence assessment and evaluation.
- Risk assessment and mitigation.
- Interviewing and statement taking.
- Report writing and preparation of briefs of evidence.
- Information management and record keeping.
- High-level written communication skills.
- Effective verbal communication and stakeholder engagement.
- Ability to communicate complex information clearly and accurately.
- Negotiation and conflict management skills.
- Strong planning and organisational abilities.
- Ability to manage competing priorities and deadlines.
- Sound judgment and decision-making.
- Attention to detail and accuracy.
- Proficiency in Microsoft Office applications.
- Ability to utilise investigative databases and case management systems.
- Strong digital research and information management capability.

7. QUALIFICATIONS

- Bachelor's degree in Law, Criminology, Criminal Justice, Policing, Accounting, Auditing, Public Administration or related discipline.
- Formal qualifications in investigations, intelligence, forensic accounting or law enforcement will be highly regarded.
- Relevant professional certifications in investigations or compliance are desirable.

8. WORK EXPERIENCE

- Minimum of 5 years of professional work experience within Papua New Guinea in investigating serious offences or public sector misconduct.
- Candidates should demonstrate a successful record of:
    - Conducting investigations involving corruption, fraud, misconduct or serious offences.
    - Managing sensitive and confidential matters
    - Producing high-quality investigation reports
    - Coordinating investigations involving multiple stakeholders

- Work effectively in collaboration within multidisciplinary teams

9. 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.