OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4) SECRETARIAT TO THE FINANCIAL ACTION TASK FORCE (FATF), DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

Closing date for applications: The closing date for applications is three weeks after the publication date.

Duties:

Under the general supervision of the Head of the Financial Affairs Division, the post-holder will co-ordinate the servicing of the Financial Action Task Force on money laundering and ensure the implementation of its programme of work. This will involve the following:

1. Support the FATF presidency and contribute to the meetings of the Task Force and its working groups.
2. Organise the meetings and related missions to FATF Members and other countries as appropriate.

3. Co-ordinate the preparation of FATF country examinations.

4. Prepare any material (analytical reports, papers for the FATF meetings, questionnaires, etc.) that may be requested by the President of the FATF.

5. Advise on and assist in the development of relevant data bases.

6. Supervise work of other professional staff and consultants.

Principal qualifications:

1. Advanced university degree in finance, law or economics.

2. Experience of work in national government or in an international organisation. Familiarity with issues relating to the prevention of money laundering would be an advantage.

3. Ability to work on legal, economic and political issues of international co-operation, and to deal with senior officials.

4. Ability to draft clear and accurate reports, and to supervise professional staff.

5. Excellent knowledge of one of the the two official languages of the Organisation (English and French) and ability to draft in that language; good knowledge of the other language. An excellent knowledge of and the ability to draft in both languages would be a considerable asset.