ADMINISTRATOR (GRADE A2/A3), FINANCIAL ACTION TASK FORCE (FATF),
DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

[Duration of appointment: Fixed term (3 years)]

Closing date for applications: 9 October 1995

The OECD is an equal opportunity employer and encourages applications from female candidates.

Duties

Under the general supervision of a Principal Administrator, the post-holder will be required to:

1. Draft analytical reports and records for the meetings of the FATF.
2. Co-ordinate the examination of FATF members’ anti-money laundering policies and prepare related reports.
3. Participate in seminars and conferences on money laundering.
4. Contribute to the planning and development of the work programme and budget of the FATF.
5. Establish and maintain contacts with officials in delegations and capitals.

**Principal qualifications**

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

2. Extensive experience of work in national governments or in an international organisation. Familiarity with issues relating to policies and programmes for combating money laundering.

3. Good analytical skills, organisational ability, ability to adapt to a wide range of different tasks and to work effectively under pressure with little supervision.

4. Excellent knowledge of one of the two official languages of the Organisation (English and French) and demonstrated ability to draft clear and accurate reports and policy-oriented papers in that language; good knowledge of the other.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.