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

The closing date for applications is 6th August 1991.

Duties:

Under the direct supervision of a Principal Administrator, to undertake research and analysis relevant to the work of the Financial Action Task Force on money laundering. Within this framework, the post-holder will be required:

1. To assist in the organisation of meetings of the Task Force.
2. To contribute to the preparation of FATF country examinations.
3. To assemble, summarise and evaluate information falling under the mandate of the FATF.

4. To prepare analytical studies and draft reports.

5. To manage relevant data bases.

Principal qualifications:

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

2. Experience of work in a national administration or international organisation. Familiarity with international legal questions would be an advantage.

3. Ability to draft clear and concise reports.

4. Very good knowledge of one of the two official languages of the Organisation (English and French) and good drafting ability in that language; good knowledge of the other. Ability to draft in both languages would be a considerable asset.