



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the SIFIU (CBSI's) values are included.

1. Role of the Analyst AML/CFT FIU

The primary role of Senior Analyst AML/CFT CPDCD is to effectively and efficiently lead allocated work group staff and to contribute to the above function under the CBSI functions and be accountable to the Manager AML/CFT CPDCD for the responsibilities detailed below.

The Job-holder:

- ensures the SIFIU meets all its responsibilities, effectively and efficiently;
- promotes Solomon Islands' compliance with international AML/CFT standards and obligations;
- establishes and maintains appropriate legal, administrative and security protocols;
- ensures, at all times, protection and non-disclosure of SIFIU's classified and confidential information;
- aligns AML laws with national priority objectives;
- works effectively with the SIFIU's stakeholders and their representatives such as the AMLC, FIs and DNFBPs;
- has the responsibility for ensuring the effective and efficient delivery of SIFIU's powers, duties and functions;
- provides leadership of the PDCSCD and the SIFIU, and delivers key results;
- help manage and develop resources and organisational capacity;
- undertakes media representation and public outreach;
- delivers key results in accordance with an annual performance agreement;
- demonstrates the competencies set out in this job description;
- has technical and professional qualifications, skills and knowledge appropriate to the job and role of the SIFIU.

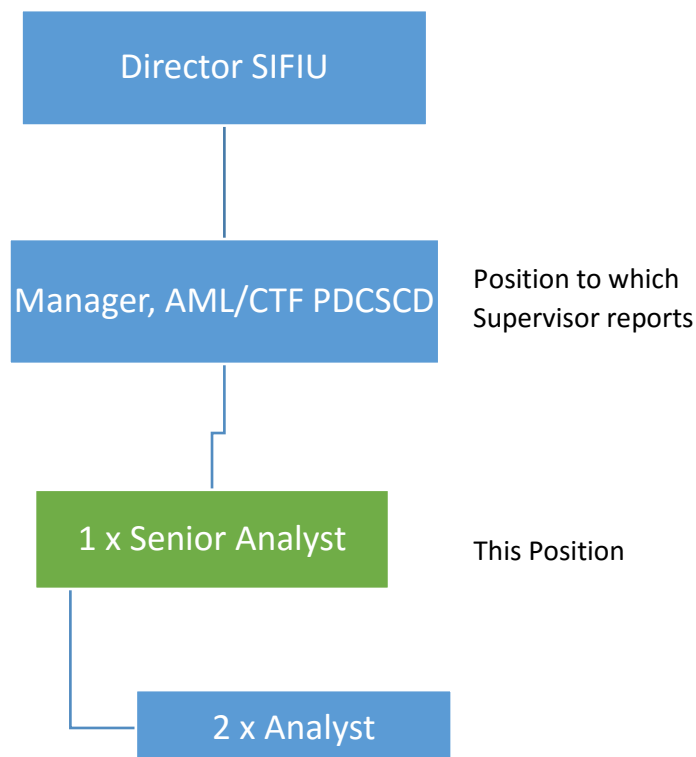
2. Skills

The Senior Analyst AML/CFT CPDCD will have:

- **Education:** Degree in Banking/Finance, Accounting, Business, Commercial Law or related fields;
- **Experience:** Three plus years' relevant work experience preferably in the finance / banking / superannuation or life insurance, securities, general insurance industry or legal and policy development;

- **Professional/Technical Skills/Attributes:** A working knowledge of the banking and financial system, securities industry, insurance and other relevant industry management with high level AML/CFT controls and regulation. Also has the understanding of International AML/CFT Standards, FATF Standard requirements, and has hand on experiences on promoting legal and compliance enforcement knowledge of at least one of the relevant Acts and prudential standards and other related legislation, demonstrated management, communication, leadership, experience and skills with high moral values.

3. Reporting Relationships



Refer also to the full Organisation Chart

4. Working Relationships

The Senior Analyst AML/CFT CPDCD:

- be accountable to the Manager AML/CFT PDCSCD;
- be directly responsible for the Analyst AML/CFT PDCSCD;
- be indirectly responsible for other staff of AML/CFT PDCSCD;
- liaise and work closely with the Manager AML/CFT PDCSCD, Other Division Managers and staff of SIFIU and CBSI;

- work, as required, with staff in the SIFIU and CBSI;
- develop and maintain working relationships with appropriate domestic and foreign stakeholders such as reporting financial institutions, law enforcement and prosecution authorities, and other appropriate agencies.

5.0 Authorities and delegations

5.1 Financial: (authority limits, budgets...)

Key Activities includes:

- no financial authority;
- seek approval of Manager PDCSCD for all administrative matters.

5.2 Staffing: (Authority to recruit, review performance..)

Key Activities includes:

- ensure that all new staff are provided with appropriate induction training including the vision, mission and strategies of the SIFIU and the CBSI;
- recommend filling of subordinate analyst vacancies;
- recommend reviews of performance appraisal;
- responsible for up to 1 staff;
- identify and implement in consultation with the CBSI HRD staff training and development plans that can be met within Budget.

5.3 Policies and Procedures: (Authority to vary policy, recommend change..)

Key Activities includes:

- no authority to vary policy;
- assist with the formulation, development and continuous review and refinement of policies and procedures for AML/CFT;
- develop appropriate policy guidelines and procedures.

6. Accountabilities and Responsibilities

Some of the accountabilities and responsibilities of the role of Senior Analyst AML/CFT PDCSCD are detailed below:

6.1 Primary Functional Responsibilities

Key Activities includes:

- ensure the development and enforcement of AML programmes, and CFT framework in the Solomon islands;
- create and support an environment that deters serious crimes, tax evasion, corruption, fraud, money laundering and financing of terrorism in order to enhance Solomon Islands' financial system integrity and stability;
- formulate and implementation of national policies on AML/CFT;
- develop and implement financial intelligence management and AML systems;
- monitor and structure of financial intelligence management and AML systems.
- ensure timely and effective provision of advice on laws and regulation related to the financial intelligence and AML systems and its operation;
- liaise appropriately and effectively with national and international supervisory and regulatory agencies in the global fight against money laundering, financing of terrorism and other related crimes;
- provide sound advice to the Director SIFIU and the CBSI Governor on policy development and other relevant coordination in the Solomon Islands and abroad;
- establish and maintain an effective networking with all national and international stakeholders and partner agencies;
- implement border currency reporting framework as provided under the MLPCAA 2010;
- identify existing and potential issues arising from the financial intelligence system and develop strategies and implement controls on these in a timely manner;
- provide and lead appropriate specialist investigation strategies and services in particular circumstances where the provisions of such services is warranted and is appropriate to the SIFIU's role;
- support investigations by law enforcement and regulatory agencies.

6.2 Contributory Functional Responsibilities

Key Activities includes:

- assist develop policies and procedures to manage risks and controls;
- develop AML/CFT supervisory schedules to supervise the F/Is and DNFBPs in relation to AML/CFT Risks;
- review and issue operational policies and procedures to supervise F/Is and DNFBPs covered in the MLPCAA 2010;
- ensure SIFIU have workable MOUs to share information and encourage investigation between jurisdictions that the criminals wish to use for crimes;
- coordinate national and international MOUs and MOA with partner agencies;
- assist in providing appropriate information to help develop and communicate the SIFIU's and CBSI's policies, views and operations on supervision and compliance;
- perform other duties relevant to the role as assigned from time to time;
- maintain and develop own capacity, particularly the level of skills. Knowledge and experience required to meet work responsibilities.

6.3 Group Management Responsibilities

Key Activities includes:

- contribute to the development and communication of FASU's strategies and objectives and help monitor their achievements;
- participate in collective advice and decision making on the SIFIU's operational plans and resources;;
- contribute to the SIFIU's performance measurement in accordance with the CBSI's practices and policies;;
- contribute to change initiatives and programmes and support their implementation;
- stand in for the Director SIFIU in appropriate circumstances;
- undertake other specific SIFIU management tasks delegated by the Director of SIFIU.

6.4 Policy Development and Coordination Management

Key Activities includes:

- prepare and implement operational work plans;
- measure, monitor, evaluate and improve operational performance AML/CFT PDCSCD;
- help measure, monitor evaluate and improve operational performance in the SIFIU;
- undertake performance management for all staff under your supervision, in accordance with the CBSI's practice and policies;
- maintain and develop the capacity of staff particularly the level of skills, knowledge and experience required to meet responsibilities;
- report to the Director of SIFIU on own performance and contribution to the achievement of SIFIU's objectives.

6.5 Technical Knowledge

Key Activities includes:

- has a high level of technical knowledge related to the job;
- demonstrates a broad understanding and knowledge of financial intelligence and money laundering developments and issues;
- maintains and applies technical professional standards;
- demonstrates a comprehensive understanding of anti-money laundering, combating the financing of terrorism, detection of serious crimes, and financing investigations and of proceeds of crime actions and regulations and laws;
- demonstrates a thorough understanding and application of international and regional anti-money laundering and combating the financing of terrorism standards;
- demonstrates a proven ability to work with highly sensitive and confidential material.

6.6 Strategic Planning and Organising

Key Activities includes:

- develops plans that achieve long term objectives and are responsive to changes in organisational demands and environment;
- develops strategies and contingencies;
- manages and builds the capacity of team members to ensure that plans are actioned in a timely and efficient manner;
- prioritises key activities and communicates priorities to team members.

6.7 Decision Making

Key Activity includes:

- responsible for the discharge of functions, duties and powers of the SIFIU;
- evaluates information and options;
- generates solutions and approaches to meet existing and future business requirements;
- identifies potential impact of decisions on other parts of the organisation;
- commits to an appropriate course of action;
- makes effective decisions that balance long and short term business needs.

6.8 Leadership and Team-Building

Key Activity includes:

- provides mentoring and coaching for the SIFIU and law enforcement staff;
- creates an environment that fosters growth, development and innovation;
- evaluates team and individual strengths and weaknesses;
- selects teams to achieve objectives;
- monitor's and adjusts team development strategies to deliver organisational objectives;
- facilitates team effectiveness.

6.9 Professionalism and Work Standards

Key Activity includes:

- monitor's measures and continually improves own performance striving for innovation;

- applies “excellence” as standard of performance for self;
- resists acceptance of “substandard” work;
- uses peers to share experiences and improve mutual performance;
- produces work on time.

6.10 Integrity and Independence

Key Activity includes:

- acts on professional level of technical knowledge related to the job;
- maintains technical and professional ethics;
- states facts and opinions as and when appropriate;
- challenges tradition and habits, ask “why” and “why not”.

6.11 Discretion and Confidentiality

Key Activity includes:

- establishes clear standards of organisation ethics and interpersonal behaviour;
- shows concern for organisation well-being and its internal/external image;
- resists actions/attitudes which undermine agreed standards.

6.12 Judgement

Key Activity includes:

- checks assumptions and opinions against facts and generates effective solutions;
- considers the benefits and risks , and long and short term impacts of feasible solutions;
- takes overall organizational priorities into consideration and keeps right people informed.

6.13 Communication (Oral or Written)

Key Activity includes:

- communicates ideas effectively to a range of individuals and audiences;
- communicates from the receiver’s perspective and facilitates their understanding;

- establishes the benefits of the information or recommendation to other parties;
- possess excellent report writing skills;
- ability to prepare effective reports and undertake sound analysis;
- ability to effectively participate in discussions with internal team members and insurance industry personnel.

6.14 Managing the Job

Key Activity includes:

- allocate resources appropriately, establishes and assigns priorities;
- sets goals systematically, checks progress against goals, takes action as appropriate;
- identifies risks and opportunities, develops contingencies;
- keeps the broader job context in mind.

7. Additional Responsibilities

The Seniors Analyst AML/CFT CPDCD should also be vested with necessary skills and knowledge to provide the additional accountabilities to the AMLC, the SIFIU and the CBSI.

7.1 Contribute to the CBSI's long-term and short-term plans

Key Activities Includes:

- contribute to the development of the SIFIU's strategies and objectives and help monitor their achievements;
- contribute to the development of the AML/CFT PDCSCD's strategies and objectives;
- contribute to the development of the Bank's long term strategies and objectives;
- participate in collective advise and decision making of SIFIU and CBSI's operational plans and resources allocations;
- ensure compliance with all legal, statutory and organisational policy requirements.

7.2 Ensure the development of the AML/CFT PDCD capability

Key Activities Includes:

- ensuring that all new staff are provided with appropriate induction training including the vision, mission and strategies of the SIFIU and the CBSI;
- ensure that all staff are provided with appropriate and intelligence management training;
- participate in the performance management system processes which are carried out for all SIFIU and CBSI staff;
- identify and implement in consultation with Manager AML/CTF PDCD, Director SIFIU and HRD staff training and development plans that can be met within Budget.

7.3 Assist the Manager AML/CTF PDCD in Budget Development

Key Activities Includes:

- assist in the preparation, negotiation, monitoring and reporting on operational work plans and budgets for the AML/CTF PDCD in the overall SIFIU budget;
- ensure that there are adequate policies and procedures maintained within the AML/CTF PDCD to enable all staff to be able to undertake their duties in an informed, competent and consistent manner.

7.4 Support CBSI's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

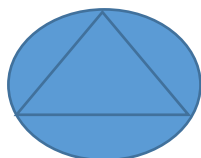
Key Activity Include:

- demonstrates behaviours consistent with CBSI's values.

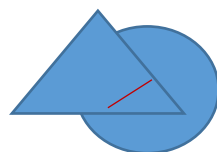
8.0 Requisite Competencies of the Role

Core Competencies Matrix

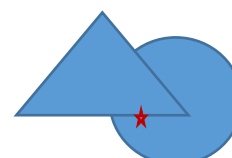
SIFIU	AML/CTF PDCSCD Manager	SIFIU/CBSI Officers
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Whole organisation

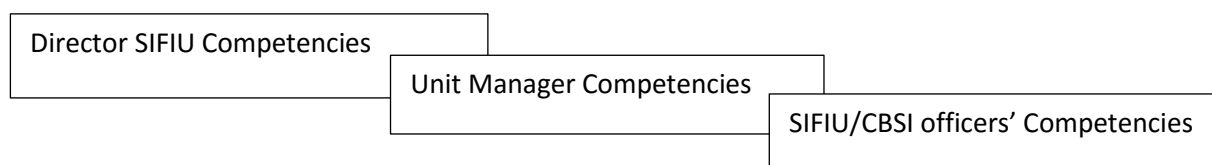


The team or working group



Individual role

Overlap



Core Competencies

SIFIU Director	Unit Manager	SIFIU/CBSI officer
Planning		
<p>[] Participates in the development of the organisation's strategic planning</p> <p>[] Develops 8 quarter Department plan and budget</p> <p>[] Benchmarks the SIFIU against best practice for the industry</p> <p>[] Establishes a plan to develop and maintain a</p>	<p>[] develops and reviews the work group's operational and project plans</p> <p>[] Establishes a plan to develop core competences within the work group</p> <p>[] plans and schedules staff work</p>	<p>[] Develops individual task plans in support of work group and project plans</p> <p>[] develops individual development plan to support core values, core competences and the organisation's policy</p> <p>[] Develops plan to update and maintain specialist competencies</p>

broad awareness of industry and market place trends		
Organizing		
<input type="checkbox"/> Aligns the organisation with its strategic positioning through its: <ul style="list-style-type: none"> • Structure • Systems & processes • Values • Leadership focus • Strategic projects 	<input type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its: <ul style="list-style-type: none"> • Work flow design • positioning descriptions • Team & individual behaviours (in support of corporate values) • Work priorities of the group • The application of project management practices 	<input type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her:: <ul style="list-style-type: none"> • Task priorities • behaviours • support of team members • the application of basic project management practices
Decision-making		
<input type="checkbox"/> Determines and confirms delegations and authority levels <input type="checkbox"/> Makes organisation-wide decisions on policy and procedure <input type="checkbox"/> Takes accountability for strategic decisions <input type="checkbox"/> Timely and considered processing of requests and tasks to be overall benefit of the SIFIU/CBSI	<input type="checkbox"/> Acts within delegations <input type="checkbox"/> Seeks consensus yet leads where necessary <input type="checkbox"/> Interprets policy for staff in work group <input type="checkbox"/> Takes accountability for work group decisions <input type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit	<input type="checkbox"/> Follows directions <input type="checkbox"/> Works co-operatively <input type="checkbox"/> Complies with the organisation's policies and procedure <input type="checkbox"/> Takes accountability for individual task decisions <input type="checkbox"/> Timely processing of requests and tasks
Leadership		

<p><input type="checkbox"/> Creates a cultural environment that fosters growth, development & innovation</p> <p><input type="checkbox"/> Fosters organisation-wide co-operation and relationship effectiveness</p> <p><input type="checkbox"/> Sets an example to the whole organisation</p> <p><input type="checkbox"/> Takes accountability for the organisation's impact and behaviours</p> <p><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</p>	<p><input type="checkbox"/> Creates a working group environment that fosters growth, development & innovation</p> <p><input type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group</p> <p><input type="checkbox"/> Sets an example to the work group</p> <p><input type="checkbox"/> Takes accountability for the work group's impact and behaviour</p> <p><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</p>	<p><input type="checkbox"/> Demonstrates initiative in supporting growth, development & innovation within the work group</p> <p><input type="checkbox"/> Contributes to team effectiveness</p> <p><input type="checkbox"/> Sets an example to work colleagues</p> <p><input type="checkbox"/> Takes accountability for individual impact on self and others of personal behaviour</p> <p><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</p>
Performance Management		
<p><input type="checkbox"/> Promotes and facilitates 'team effectiveness' within and between work groups within the organisation.</p> <p><input type="checkbox"/> Provides clear expectations and structure for effective operations management and project</p>	<p><input type="checkbox"/> Facilitates team effectiveness within the work group</p> <p><input type="checkbox"/> Provides clear expectations and structure for teamwork and individual work</p> <p><input type="checkbox"/> Establishes and maintains controls for work group's resources</p>	<p><input type="checkbox"/> Contributes to team effectiveness</p> <p><input type="checkbox"/> Seeks clarity of expectation and structure for making an effective individual contribution</p> <p><input type="checkbox"/> Participates in the organisation's mandated performance management processes</p>

<p>management within the organisation</p> <p><input type="checkbox"/> Fosters and mentors people with leadership potential</p> <p><input type="checkbox"/> Monitors and measures key operational systems and strategic projects to improve own and organisational performance</p> <p><input type="checkbox"/> Establishes and maintains controls for the organisation's resources</p> <p><input type="checkbox"/> Participates in the organisation's mandated performance management process</p>	<p><input type="checkbox"/> monitor's and measures team processes and projects to improve own and team performance</p> <p><input type="checkbox"/> participates in the organisation's mandated performance management processes</p>	
Relationship Management		
<p><input type="checkbox"/> Establishes and maintains effective relationships with key stakeholders external to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations)</p> <p><input type="checkbox"/> Establishes and maintains effective relationships with key</p>	<p><input type="checkbox"/> Establishes and maintains effective relationships with the work group's internal and external customers and suppliers</p> <p><input type="checkbox"/> Establishes and maintains effective working relationships with peers and people in other work groups</p> <p><input type="checkbox"/> Is sensitive to and responsive to the current</p>	<p><input type="checkbox"/> Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning</p> <p><input type="checkbox"/> Is sensitive to and responsive to the needs of the position's internal customers, suppliers and internal colleagues</p>

internal stakeholders (e.g. peers, employee groups) [] Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders	and possible future needs of internal and external customers and suppliers	(impacting on or impacted by the position's effective functioning).
Customer Focus		
[] Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed [] Monitors, measures, and continually improves the organisation's customer focus [] Seeks regular feedback from key customers of the organisation about their perceptions	[] Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed [] Monitors, measures, and continually improves the work group's customer focus [] Seeks regular feedback from key customers of the work group about their perceptions	[] Establishes and maintains a customer focussed orientation in the performance of day-to-day work [] Monitor's, measure's and continually improves the own customer focus [] Seeks regular feedback from customers of the position about their perceptions
Technical Proficiency		
[] Broad understanding of specialist and task skills to enable effective long-term management and strategic deployment of Bank officers across	[] Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers	[] Focussed specialist and task skills to enable proficient delivery of the technical work required by the position

functions and within cross-discipline work teams		
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9.0 Organisational Structure of AML/CTF PDCSCD

