



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 IMD

The primary role of the Senior Analyst, DNFBPs/NPOs, IMD is to effectively and efficiently lead, motivate and manage the performance of the SIFIU, its staff and its external advisors to deliver the functional responsibilities and be accountable to the Director SIFIU for the responsibilities detailed below.

The job-holder:

- helps the SIFIU meet its responsibilities, effectively and efficiently;
- has primary responsibility for ensuring the effective and efficient delivery of SIFIU's financial information, intelligence management framework, networking and exchange of information;
- works closely with financial institutions (FIs), non-banking financial institutions and designated non-financial businesses and professions under the MLPCAA 2010 and other anti-money laundering laws, regulations, standards and policy guidelines;
- works effectively as part of the SIFIU team reporting to Manager IMD;
- 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.

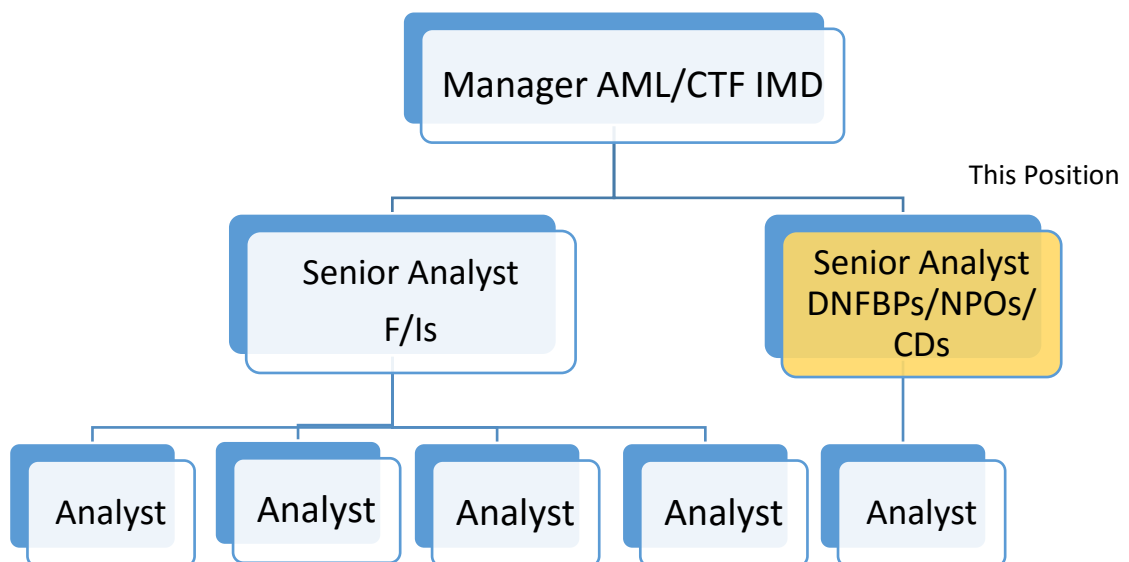
2. Skills

The Senior Analyst DNFBPs, AML/CFT IMD will have:

- **Education:** Degree in Banking/Finance, Accounting, Business or related fields;

- **Experience:** Three plus years' relevant work experience preferably in the finance/banking/superannuation of life insurance/ security/general insurance industry;
- **Professional/Technical Skills/Attributes:** Working knowledge of the banking, finance and savings and loans, superannuation or life insurance industries with knowledge of the relevant Acts and prudential standards and other related legislation, demonstrated management, communication, leadership, experience and skills.

3. Reporting Relationships



4. Working Relationships

The Senior Analyst AML/CFT IMD will:

- be directly accountable to the Manager AML/CTF IMD;
- be directly responsible for analysts of the SIFIU within the AML/CFT Intelligence Unit;
- work, as required, with staff in the SIFIU and CBSI;
- develop and maintain working relationships with domestic and foreign stakeholders such as reporting financial institutions, law enforcement and prosecution authorities, and other appropriate agencies.

5. Authorities and Delegations

The authority and delegations for the Senior Analyst AML/CTF IMD is within the specified limit from the cost centre.

5.1 Financial: (authority limits, budgets..)

Key Activities includes:

- no financial authority
- seek approval of Manager AML/CTF IMD 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 vision, mission and strategies of the SIFIU and the CBSI;
- Recommend filling of AML/CTF IMD vacancies;
- Recommend reviews of performance appraisal;
- Responsible for 1 staff and additional staff who would be seconded to SIFIU from other agencies such as Police, IRD, Customs, etc;
- Identify and implement in consultation with Director SIFIU and HRCSD TC for staff training and development plans that can be met within Budget.

6.0 Accountabilities and Responsibilities

Some of the accountabilities and responsibilities of the role of Senior Analyst DNFBPs, AML/CTF IMD are detailed below.

6.1 Responsibilities

Key Activities includes:

- implement and manage SIFIU's intelligence and database management system and analysis;
- manage the intelligence information and reporting systems and provide reports on the overall condition of the financial intelligence system;

- manage the reporting and information exchange framework to ensure continuous flow of financial information between financial institutions, law enforcement authorities and the SIFIU;
- develop, implement and manage the SIFIU's financial intelligence management database systems effectively and efficiently;
- manage cross-border currency reporting framework and work closely with relevant authorities in Solomon Islands and abroad as required under the MLPCAA 2010;
- examine, monitor and report on serious crimes, money laundering and financing of terrorism in order to enhance Solomon Islands financial system integrity and stability;
- monitor and structure intelligence information and reporting systems and report on the overall condition of the financial intelligence systems;
- manage case management and intelligence dissemination system for relevant domestic and overseas law enforcement and prosecution authorities;
- assist in the detection and deterrence of money laundering, financing of terrorism and other serious criminal activities;
- manage the SIFIU database, graphs and other tools used to perform key activities;
- manage the collation of SIFIU intelligence database and information and report system;
- help financial and regulatory institutions apply professional practices, procedures and standards to meet their responsibilities under the MLPCAA 2010 and other anti-money laundering and terrorism financing laws;
- help prepare and disseminate contingency plans that effectively and efficiently respond to possible crisis in the financial intelligence system;
- identify and evaluate existing and potential issues arising from the financial intelligence system and disseminate these in a timely manner;
- help specialist investigations of law enforcement authorities by supporting and providing appropriate financial intelligence and information;
- provide for the protection of customer information and other intelligence matters;

- contribute to developing policy guidelines, regulations, procedures, that guideline to effectively facilitate the implementation and enforcement of anti-money laundering and combating the financing of terrorism framework in Solomon Islands.

6.2 Contributory Functional Responsibilities

Key Activities includes:

- facilitate the detection and prevention of money laundering, financing of terrorism, and other serious criminal activities and facilitate the prosecution of offenders;
- assist in providing appropriate information to help develop and communicate the SIFIU's and CBSI's policies, views and operations on the financial intelligence;
- perform other duties relevant to the role as assigned from time-to-time;
- comply with the requirements of relevant legal statutory and organizational policies and controls;
- 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 SIFIU's strategies and objectives and help monitor their achievements;
- participate in collective advice and decision making on the SIFIU's operational plans and resource allocations;
- contribute to the SIFIU's performance measurement in accordance with the CBSI's practices and policies;
- contribute to performance management for other SIFIU staff, in accordance with the CBSI's practices and policies;
- contribute to change initiatives and programmes and support their implementation;
- undertake other specific SIFIU management tasks delegated by the Manager AML/CFT FIU and/or Director SIFIU.

6.4 Analysis and Intelligence management

Key Activities includes:

- prepare and implement operational work plans;
- help measure, monitor, evaluate and improve operational performance in the SIFIU;
- undertake performance for all staff under your supervision, in accordance with the CBSI's practices and policies;
- maintain and develop the capacity staff particularly the level of skills, knowledge and experience required to meet responsibilities
- report to the Manager, AML/CTF IMD and performance is assessed by the same manager with regards to contribution to the achievement of SIFIU's objectives.

Key Competencies

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;
- maintain and applies technical professional standards

6.6 Professionalism and Work Standards

Key Activities includes:

- monitors, 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.

6.7 Analysis

Key Activities includes:

- secures relevant information, ensures a broad information base;
- compares information, identifies key issues, recognises information gaps/limitations;
- asks appropriate questions to identify/clarify underlying issues/problems/opportunities;
- identify trends and relationships, draws logical conclusions.

6.8 Integrity and Independence

Key Activities 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”

6.9 Discretion and Confidentiality

Key Activities 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.

6.10 Judgement

Key Activity includes:

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

6.11 Communication (Oral or Written)

Key Activities 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 undertake sound analysis;
- ability to effectively participate in discussions with internal team members and insurance industry personnel.

6.12 Managing the Job

Key Activities includes:

- allocates 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.

7.0 Additional responsibilities

The Manager AML/CFT FIU should be vested with necessary skills and knowledge to provide the additional accountabilities to AML/CFT FIU, SIFIU and the CBSI.

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

Key Activities includes:

- develop the AML/CTF FIU's strategies and objectives and help monitor their achievements;
- contribute to the development of the SIFIU's strategies and objectives and help monitor their achievements;
- participate in collective advice and decision making on SIFIU and the CBSI's operational plans and resource allocations;
- ensure compliance with all legal, statutory and organisational policy requirements.

7.2 Ensure the development of the AML/CFT FIU capability

Key Activities includes:

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

7.3 Assist the Director SIFIU in Budget development

Key Activities includes:

- prepare, negotiate, monitor and report on operational work plans and budgets for the AML/CFT FIU with Manager AML/CTF FIU;
- ensure that there are adequate policies and procedures maintained within the AML/CTF FIU to enable analysis to be able to undertake their duties in an informed, competent and consistent manner.

7.4 Support the CBSI’s Corporate Values: Efficiencies; Professionalism; Accountability; Teamwork; Transparency; Integrity.

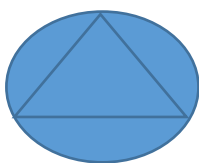
Key Activity include:

- demonstrates behaviours consistent with the CBSI’s value;

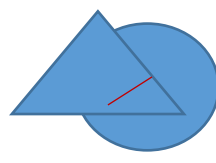
8.0 Requisite Competencies of the Role

Core Competencies Matrix

AMLC/CBSI Governor	Director SIFIU/Division Manager	SIFIU/CBSI Officers
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Whole organisation

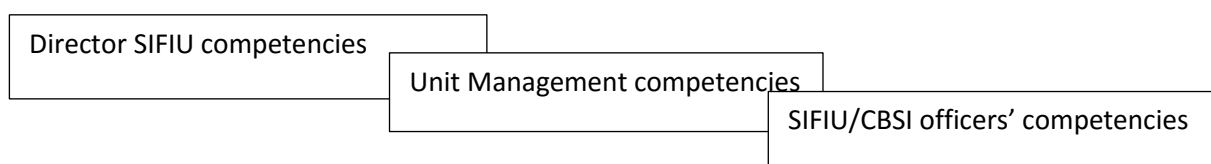


The team or working group



Individual role

Overlap



Core Competencies

Director SIFIU	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 broad awareness of industry and market place trends</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>
Organizing		
<p>[] Aligns the organisation with its strategic positioning through its:</p> <ul style="list-style-type: none"> • Structure • Systems & processes • Values • Leadership focus • Strategic projects 	<p>[] Aligns the work group with the organisation's strategic positioning through its:</p> <ul style="list-style-type: none"> • Work flow design • positioning descriptions • Team & individual behaviours (in support of corporate values) 	<p>[] Aligns individual contribution with the work group's commitments through his/her::</p> <ul style="list-style-type: none"> • Task priorities • behaviours • support of team members • the application of basic project management practices

	<ul style="list-style-type: none"> • Work priorities of the group • The application of 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		
<input type="checkbox"/> Creates a cultural environment that fosters growth, development & innovation <input type="checkbox"/> Fosters organisation-wide co-operation and relationship effectiveness <input type="checkbox"/> Sets an example to the whole organisation <input type="checkbox"/> Takes accountability for the organisation's impact and behaviours <input type="checkbox"/> Communicates (written and oral) effectively	<input type="checkbox"/> Creates a working group environment that fosters growth, development & innovation <input type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group <input type="checkbox"/> Sets an example to the work group <input type="checkbox"/> Takes accountability for the work group's impact and behaviour	<input type="checkbox"/> Demonstrates initiative in supporting growth, development & innovation within the work group <input type="checkbox"/> Contributes to team effectiveness <input type="checkbox"/> Sets an example to work colleagues <input type="checkbox"/> Takes accountability for individual impact on self and others of personal behaviour

<p>in undertaking the accountabilities of the position</p>	<p><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</p>	<p><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</p>
<p>Performance Management</p>		
<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 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</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"/> 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>	<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>

performance management process		
Relationship Management		
<p>[] Establishes and maintains effective relationships with key stakeholders external to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations)</p> <p>[] Establishes and maintains effective relationships with key internal stakeholders (e.g. peers, employee groups)</p> <p>[] Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders</p>	<p>[] Establishes and maintains effective relationships with the work group’s internal and external customers and suppliers</p> <p>[] Establishes and maintains effective working relationships with peers and people in other work groups</p> <p>[] Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers</p>	<p>[] Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position’s effective functioning</p> <p>[] Is sensitive to and responsive to the needs of the position’s internal customers, suppliers and internal colleagues (impacting on or impacted by the position’s effective functioning).</p>
Customer Focus		
<p>[] Establishes and maintains protocols and programs that ensure the organisation’s systems and services internally and externally are customer focussed</p> <p>[] Monitors, measures, and continually improves</p>	<p>[] Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed</p> <p>[] Monitors, measures, and continually improves the work group’s customer focus</p>	<p>[] Establishes and maintains a customer focussed orientation in the performance of day-to-day work</p> <p>[] Monitor’s, measure’s and continually improves the own customer focus</p>

the organisation's customer focus [] Seeks regular feedback from key customers of the organisation about their perceptions	[] Seeks regular feedback from key customers of the work group about their perceptions	[] 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 functions and within cross-discipline work teams	[] 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

9.0 Organisational Structure of AML/CFT FIU

