



**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 Policy Development and Coordination- PDCSCD**

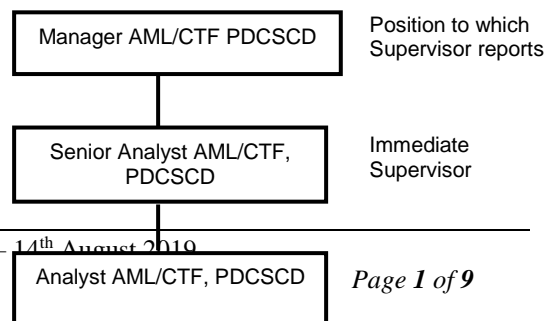
The primary role of Analyst AML/CTF PDCSCD is to effectively and efficiently carry out tasks allocated by the superiors and to contribute to the SIFIU’s or CBSI’s functions and be accountable to the Senior Analyst AML/CTF PDCSCD for the responsibilities detailed at item 5 below.

**2. Skills**

The Analyst AML/CTF PDCSCD will have:

- **Education:** Degree in Banking / Finance, Accounting, Business, or related fields;
- **Experience:** At least some work experience preferably in the finance / banking / superannuation or life insurance industry/securities and general insurance industry;
- **Professional/Technical Skills/Attributes:** Some knowledge of the banking, finance and savings and loans, superannuation or life insurance industries, securities and general insurance and detailed knowledge of at least one of the relevant Acts and prudential standards and a working knowledge of other related legislation, demonstrated management, communication, leadership, experience and skills.

**3. Reporting Relationships**



Refer also to the full Organisation Chart

#### **4. Working Relationships**

The Analyst AML/CTF PDCSCD will:

- be accountable to the Senior Analyst or Manager;
- be establishing a good working relationship with other colleagues within the AML/CTF PDCSCD as well as other SIFIU staff;
- liaise and work closely with the AML/CTF PDCSCD Manager, Senior Analyst and staff at SIFIU;
- 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. Key Attributes, Competencies and Accountabilities**

The following are some of the key attributes, competencies and accountabilities which the Analyst, AML/CTF PDCSCD will perform in this role.

##### **5.1 Primary Functional Responsibilities**

*Key Activities includes:*

- develop regulations, policies, procedures, and guidelines to effectively facilitate the implementation and enforcement of AML and combating the financing of terrorism framework in Solomon Islands under the MLPCAA 2010;
- monitor international developments in the AML standards, evaluate its national relevance and potential application, and plan how this can be adopted by the SIFIU;
- assist to supervise financial institutions' compliance with the AML/CTF Act through planned and ad-hoc onsite and offsite examinations;

- identify specific problems or issues affecting financial institutions relating to their compliance with the AML/CTF Act and recommend corrective actions;
- assist and work closely with relevant financial sector supervisory, regulatory (including self-regulatory bodies) and licensing authorities in Solomon Islands in developing sector-specific AML policies that supports an environment to deter serious crimes, money laundering and the financing of terrorism and enhance Solomon Islands' financial system integrity and stability;
- recommend for timely and effective advice to internal and external stakeholders on AML requirements and issues;
- provide ongoing secretariat support for the AML Commission;
- help financial and regulatory institutions apply professional practices, procedures and standards to meet their responsibilities under the *MLPCAA 2010*, and other AML laws;
- help develop agreements and arrangements foreign FIU, law enforcement, governments, and supervisory authorities regarding exchanges of information as required under the AML/CTF Act;
- maintain up-to-date policy, compliance, coordination, and training registers;

## **5.2 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 the 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;

## **5.3 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.

#### **5.4 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.

#### **5.5 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;
- identifies trends and relationships, draws logical conclusions.

#### **5.6 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, asks “why” and “why not”.

#### **5.7 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.

## 5.8 Judgment

Key Activities 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 organizational priorities into consideration and keeps right people informed.

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

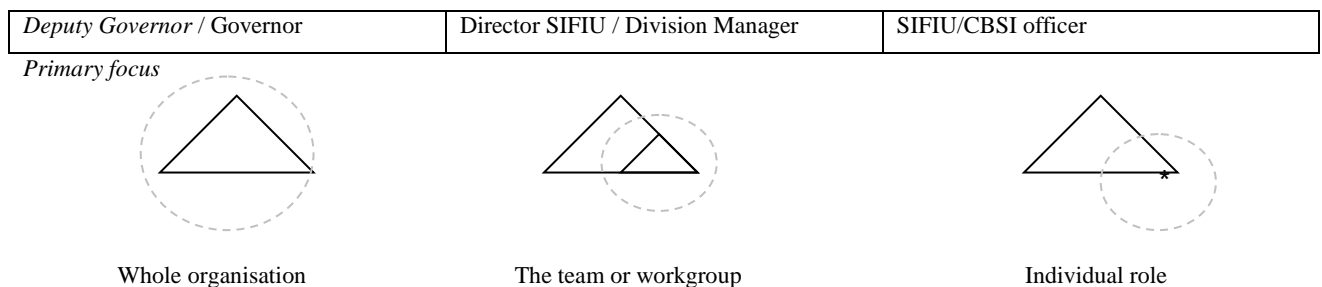
## 5.10 Support the CBSI’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activity includes:

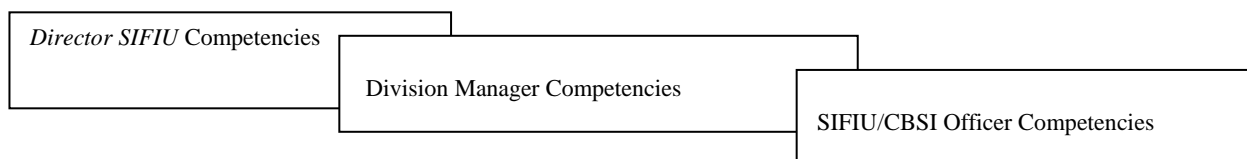
- Demonstrates behaviours consistent with the CBSI’s values.

## 6. Requisite Competencies of the Role

### Core Competencies Matrix



**Overlap**



**Core Competencies**

Director SIFIU	Division Manager	SIFIU/CBSI Officer
<b>Planning</b>		
<input type="checkbox"/> Participates in the development of the <i>organisation's</i> strategic planning <input type="checkbox"/> Develops 8 quarter Department plan and budget <input type="checkbox"/> Benchmarks the Bank against best practice for the industry <input type="checkbox"/> Establishes a plan to develop and maintain a broad awareness of industry and market place trends	<input type="checkbox"/> Develops and reviews the <i>work group's</i> operational and project plans <input checked="" type="checkbox"/> Establishes plans to develop core competencies within the work group <input checked="" type="checkbox"/> Plans and schedules staff work	<input type="checkbox"/> Develops <i>individual</i> task plans in support of work group and project plans <input type="checkbox"/> Develops individual development plan to support core values, core competencies and the organisation's policy <input type="checkbox"/> Develops plan to up-date and maintain specialist competencies
<b>Organizing</b>		
<input type="checkbox"/> Aligns the organisation with its strategic positioning through its: <ul style="list-style-type: none"> <li>- structure</li> <li>- systems &amp; processes</li> <li>- values</li> <li>- leadership focus</li> <li>- strategic projects</li> </ul>	<input checked="" type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its: <ul style="list-style-type: none"> <li>- work flow design</li> <li>- position descriptions</li> <li>- team &amp; individual behaviours (in support of corporate values)</li> <li>- work priorities of the group</li> <li>- the application of project management practices</li> </ul>	<input type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her: <ul style="list-style-type: none"> <li>- task priorities</li> <li>- personal behaviours</li> <li>- support of team members</li> <li>- the application of basic project management practices</li> </ul>
<b>Decision-making</b>		
<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	<input checked="" type="checkbox"/> Acts within delegations <input checked="" type="checkbox"/> Seeks consensus yet leads where necessary <input checked="" type="checkbox"/> Interprets policy for staff in work group	<input type="checkbox"/> Follows directions <input type="checkbox"/> Works co-operatively <input type="checkbox"/> Complies with the organisation's policies and procedures

<p>strategic decisions</p> <p><input type="checkbox"/> Timely and considered processing of requests and tasks to the overall benefit of BPNG</p>	<p><input checked="" type="checkbox"/> Takes accountability for work group decisions</p> <p><input checked="" type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit</p>	<p><input type="checkbox"/> Takes accountability for individual task decisions</p> <p><input type="checkbox"/> Timely processing of requests and tasks</p>
<b>Leadership</b>		
<p><input type="checkbox"/> Creates a cultural environment that fosters growth, development &amp; 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 work group environment that fosters growth, development &amp; innovation</p> <p><input checked="" type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group</p> <p><input checked="" type="checkbox"/> Sets an example to the work group</p> <p><input checked="" type="checkbox"/> Takes accountability for the work group's impact and behaviour</p> <p><input checked="" 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 &amp; 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>
<b>Performance Management</b>		
<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</p>	<p><input checked="" type="checkbox"/> Facilitates team effectiveness within the work group</p> <p><input checked="" 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 checked="" type="checkbox"/> Monitors and measures team processes and projects to improve own and team performance</p> <p><input checked="" 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 mandate performance management processes</p>

resources [ ] Participates in the organisation's mandated performance management processes		
<b>Relationship management</b>		
[ ] Establishes and maintains effective relationships with key stakeholders <i>external</i> to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations) [ ] Establishes and maintains effective relationships with key <i>internal</i> stakeholders (e.g. peers, employee groups) [ ] Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders	[ ✓ ] Establishes and maintains effective relationships with the work group's internal and external customers and suppliers [ ✓ ] Establishes and maintains effective working relationships with peers and people in other work groups [ ✓ ] Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers	[ ] Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning [ ] 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).
<b>Customer focus</b>		
[ ] 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 [ ] Monitors, measures, and continually improves the own customer focus [ ] Seeks regular feedback from customers of the position about their perceptions
<b>Technical Proficiency</b>		
[ ] Broad understanding of specialist and task skills to enable effective long-term management and strategic deployment of Bank	[ ✓ ] 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



officers across functions and within cross-discipline work teams		
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**7. Organisational Structure of AML/CTF PDCSCD**

