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's and CBSI's values are included.

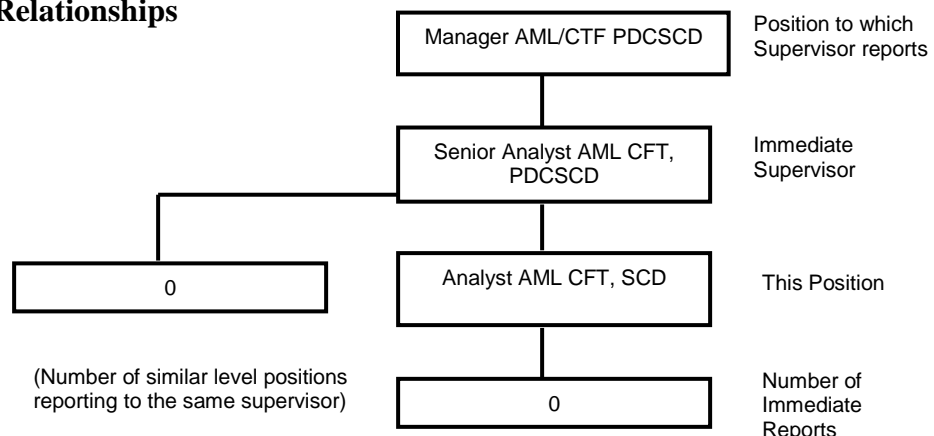### 1. Role of the Analyst Supervision and Compliance- PDCSCD

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 and CBSI 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 PSCSCD will have:

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

- **Experience**: A least some work experience preferably in the finance / banking / superannuation or life insurance/securities/general insurance industry;

- **Professional/Technical Skills/Attributes**: A working knowledge of the banking, finance and savings and loans, superannuation or life insurance, securities, general insurance industries 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

Manager AML/CTF PDCSCD	Position to which Supervisor reports
Senior Analyst AML CFT, PDCSCD	Immediate Supervisor
0 Analyst AML CFT, SCD	This Position
(Number of similar level positions reporting to the same supervisor) 0	Number of Immediate Reports

Refer also to the full Organisation Chart

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4. Working Relationships

The Analyst AML/CTF PDCSCD will:

- be accountable to the Senior Analyst or Manager AML/CTF PDCSCD;

- be establishing a good working relationship with other colleagues within the AML/CTF IMD as well as other SIFIU staff;

- liaise and work closely with the Senior Analyst AML/CTF PDCSCD, Manager AML/CTF PDCSCD and staff of 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;

- assist in ensuring that the AML/CTF policies and procedures of the Financial Institutions and DNFBPs are applied;

- assist in carrying out enforcement actions on breaches of AML/CTF related issues;

- assist in ensuring that there is appropriate liaison with SIFIU with regard to AML/CTF;

- assist in assessing and making recommendations to the Manager PDCSCD with regard to AML CTF;

- assist in onsite and offsite supervision of all regulated entities capture within the Act in according with the AML/CTF Act and other relevant AML/CTF laws and regulations;

- form alliance with peer regulators to undertake onsite supervision within their respective entities in accordance to their work plan;

- assist in conducting and enforcing compliance on AML/CTF;

- assist in ensuring that breaches of the AML/CTF which have been referred to SIFIU by the CBSI of other regulatory authorities are pursued through to conclusion.

5.2 Contributory Functional Responsibilities

Key Activities includes;

- facilitate the detection and prevention of money laundering, financing of terrorism, and other serious criminal activities during onsite and offsite compliance supervision;

- assist in providing appropriate information to help develop and communicate the SIFIU's and the CBSI's policies, views and operations on supervision and compliance;

- 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 standard.

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;

- able to work in a team environment.

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 Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activity Include;

- Demonstrates behaviours consistent with the Bank's values.

6. Requisite Competencies of the Role

Core Competencies Matrix

Deputy Governor /Governor	Director SIFIU / Division Manager	SIFIU/CBSI officer
Primary focus		
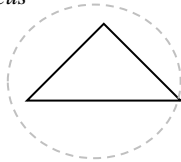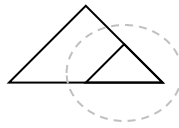
Whole organisation	The team or workgroup	Individual role
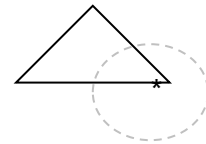
Overlap

Director FASU competencies

Division Manager competencies

SIFIU/CBSI officer competencies
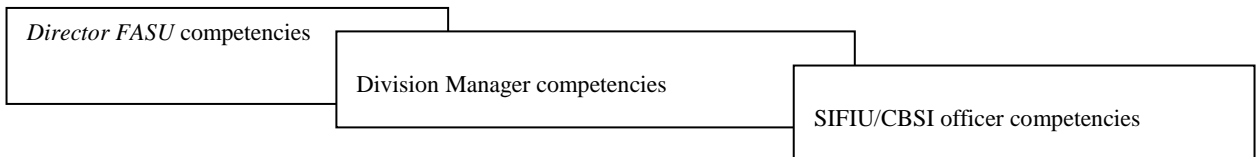
Core Competencies

Director SIFIU	Division Manager	SIFIU/CBSI officer
Planning		
[ ] Participates in the development of the *organisation's* strategic planning [ ] Develops 8 quarter Department plan and budget	[ ] Develops and reviews the *work group's* operational and project plans [✔] Establishes plans to develop core competencies within the work group	[ ] Develops *individual* task plans in support of work group and project plans [ ] Develops individual development plan to support

[ ] Benchmarks the Bank against best practice for the industry [ ] Establishes a plan to develop and maintain a broad awareness of industry and market place trends	[✔] Plans and schedules staff work	core values, core competencies and the organisation's policy [ ] Develops plan to up-date and maintain specialist competencies
Organizing		
[ ] Aligns the organisation with its strategic positioning through its: - structure - systems & processes - values - leadership focus - strategic projects	[✔] Aligns the work group with the organisation's strategic positioning through its: - work flow design - position descriptions - team & individual behaviours (in support of corporate values) - work priorities of the group - the application of project management practices	[ ] Aligns individual contribution with the work group's commitments through his/her: - task priorities - personal behaviours - support of team members - the application of basic project management practices
Decision-making		
[ ] Determines and confirms delegations and authority levels [ ] Makes organisation-wide decisions on policy and procedure [ ] Takes accountability for strategic decisions [ ] Timely and considered processing of requests and tasks to the overall benefit of BPNG	[✔] Acts within delegations [✔] Seeks consensus yet leads where necessary [✔] Interprets policy for staff in work group [✔] Takes accountability for work group decisions [✔] Timely processing of requests and tasks to the benefit of the department/unit	[ ] Follows directions [ ] Works co-operatively [ ] Complies with the organisation's policies and procedures [ ] Takes accountability for individual task decisions [ ] Timely processing of requests and tasks

Leadership		
[ ] Creates a cultural environment that fosters growth, development & innovation [ ] Fosters organisation-wide co-operation and relationship effectiveness [ ] Sets an example to the whole organisation [ ] Takes accountability for the organisation's impact and behaviours [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position	[ ] Creates a work group environment that fosters growth, development & innovation [✔] Facilitates co-operation and relationship effectiveness with the work group [✔] Sets an example to the work group [✔] Takes accountability for the work group's impact and behaviour [✔] Communicates (written and oral) effectively in undertaking the accountabilities of the position	[ ] Demonstrates initiative in supporting growth, development & innovation within the work group [ ] Contributes to team effectiveness [ ] Sets an example to work colleagues [ ] Takes accountability for individual impact on self and others of personal behaviour [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position
Performance Management		
[ ] Promotes and facilitates 'team effectiveness' within and between work groups within the organisation. [ ] Provides clear expectations and structure for effective operations management and project management within the organisation [ ] Fosters and mentors people with leadership potential [ ] Monitors and measures key operational systems and strategic projects to improve own and organisational performance	[✔] Facilitates team effectiveness within the work group [✔] Provides clear expectations and structure for teamwork and individual work [ ] Establishes and maintains controls for work group's resources [✔] Monitors and measures team processes and projects to improve own and team performance [✔] Participates in the organisation's mandated	[ ] Contributes to team effectiveness [ ] Seeks clarity of expectation and structure for making an effective individual contribution [ ] Participates in the organisation's mandate performance management processes

[ ] Establishes and maintains controls for the organisation's resources [ ] Participates in the organisation's mandated performance management processes	performance management processes	
Relationship management		
[ ] Establishes and maintains effective relationships with key stakeholders *external* to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations) [ ] Establishes and maintains effective relationships with key *internal* 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).
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	[ ] 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	[ ] 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

organisation about their perceptions	work group 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. **Organisational Structure for AML/CTF SCD**