



VACANCIES

The Financial Intelligence Authority (FIA) is a government agency established under the Financial Crimes Act 2017 to prevent and combat financial crimes through detecting and investigating these crimes and disseminating financial intelligence to competent authorities and engage in information sharing with other Financial Intelligence Units in order to maintain the integrity of the country's financial system. In line with its mandate, FIA has the following vacancies to be filled. The positions are tenable at FIA offices in Lilongwe.

1. Senior Operations Analyst

Main Duties and Responsibilities:

Reporting to the Financial Analysis Manager, the job-holder will be responsible for the following:

- Process and analyse suspicious transaction reports from reporting institutions and requests from law enforcement agencies;
- Analyse and produce financial data on complex cases from a financial analyst's perspective;
- Gather and document facts and findings coherently and comprehensively for dissemination to law enforcement agencies;
- Collaborate with relevant law enforcement agencies and financial institutions;
- Identify money laundering and terrorist financing trends and techniques leading to preparation of typologies reports;
- Respond to the needs of domestic stakeholders and international organizations when required; and
- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- Minimum of a Bachelor's degree in Finance, Accounting, Business Administration, Social Sciences or any other related field. Those with ACAMS or CFE Certification will have an added advantage;
- At least 2 years post-qualification experience in law enforcement, financial investigation, auditing or reporting institution supervision;

2. Senior Financial Investigator

Main Duties and Responsibilities:

Reporting to the Financial Investigations Manager, the job-holder will be responsible for the following:

- Conduct financial investigations involving proceeds of crime;
- Conduct criminal and civil asset recovery investigations;
- Keep track record of proceeds of crimes;
- Prepare investigative reports on all cases;
- Collaborate with relevant law enforcement agencies and financial institutions;
- Solicit information and assistance from appropriate LEAs on money laundering cases;
- Conducting research on financial investigations, money laundering and forfeiture of proceeds of crime;
- Manage and maintain good relationships with clients and stakeholders; and

- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- Minimum of a Bachelor's degree in Finance, Accounting, Business Administration, Law, Law Enforcement, Social Sciences, or any other related field. Those with ACAMS or CFE Certification will have added advantage;
- At least 2 years post-qualification experience in law enforcement, financial investigations or auditing;

3. Senior Compliance Analyst – DNFBPs

Main Duties and Responsibilities:

Reporting to the Compliance Manager responsible for Designated Non-Financial Businesses and Professions (DNFBPs), the job-holder will be responsible for the following:

- Conduct regular compliance audits of the DNFBPs;
- Conduct AML/CFT supervision of DNFBPs using a risk-based approach;
- Conduct AML/CFT training needs assessment of the DNFBPs and/or provide the training services;
- Conduct AML/CFT awareness for the DNFBPs;
- Make recommendations to the Compliance Manager – DNFBPs;
- Coordinate with relevant stakeholders' supervisory authorities; and
- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- Minimum of a Bachelor's degree in Business Administration, Social Sciences, Law, Accounting or any other related field. Those with ACAMS or CFE Certification will have added advantage
- At least 2-years post-qualification experience in a similar position in a reputable organisation or related function in a reporting institution.

4. Senior Public Relations Officer

Main Duties and Responsibilities:

Reporting to the Compliance Manager responsible for Public Relations and Public Education, the job-holder will be responsible for the following:

- Create and maintain a positive corporate image of the FIA;
- Conduct corporate image and stakeholder satisfaction surveys;
- Create content for press releases, speeches, and keynote presentations;
- Manage key corporate events;
- Implement public awareness strategies to promote public understanding of the role of FIA and the fight against money laundering and other financial crimes;
- Develop corporate publications which include brochures, magazines and on-line newsletters;
- Analyse media coverage for management appraisal;
- Maintain and update information on corporate website;
- Develop and maintain good rapport with the media and other stakeholders;
- Respond to information requests from the media and general public; and
- Carry out other duties as assigned from time to time.

Qualifications:

- Minimum of a Bachelor's degree in Business Communication, Journalism, Public Relations, Social Sciences or any other related field.
- At least 2-years post-qualification experience in a similar position in a reputable organisation or related function in a reporting institution.

The interested candidates for these vacancies should possess the following attributes:

- Impeccable behavior, highly disciplined and discrete, trustworthy and without active political affiliation;
- Resourceful, innovative, organized analytical and strategic thinker;
- Ability to work effectively under critical deadlines, with a large degree of independence, and deliver results;
- Ability to produce complex reports;
- Effective communication and interpersonal skills; and
- Proficiency in Microsoft Office suite of products (i.e. Word, Excel and PowerPoint).

If you meet the above requirements and have a passion to contribute to the fight against financial crimes, submit a package of your application letter, curriculum vitae and completed electronic application form (to be provided by contacting mbanda@fia.gov.mw) addressed to:

The Director General
Financial Intelligence Authority
Private Bag B441
LILONGWE 3

Applications should be submitted by **8th June 2022**. Only shortlisted candidates will be contacted for interviews. FIA is an equal opportunity employer.



Fighting Money Laundering & Terrorist Financing