



# VACANCIES

The Financial Intelligence Authority (FIA) is a government agency established under the Financial Crimes Act 2017 (FCA) 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 as soon as possible. The positions are tenable at FIA offices in Lilongwe.

## 1. Senior Strategic Analyst (FIA4)

### Main Duties and Responsibilities:

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

- Process and analyse suspicious transaction reports from reporting institutions and other sources.
- Produce strategic analysis reports.
- Produce strategic analysis products and disseminate to relevant stakeholders.
- Produce regulatory reports.
- Carry out research related to financial crimes.
- Respond to the needs of domestic stakeholders and international organizations when required.
- Respond to queries from directorates within the FIA.
- Carry out other duties as assigned from time to time.

### Qualifications:

- Minimum of a Bachelor's degree in Finance, Accounting, Business Administration, Economics or related Social Sciences from reputable institutions of higher learning.
- At least two (2) years experience in a senior or similar position in a reputable organization, and track record of working with large volume and high frequency data for analytical purposes.

## 2. Senior Financial Investigator (FIA4) (2 Positions)

### 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.

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

**Qualifications and Competencies:**

- Minimum of a Bachelor's degree in Finance, Accounting, Auditing, Business Administration, Law, Law Enforcement, Social Sciences, or any other related field.
- At least 2 experience in law enforcement, financial investigations or auditing.
- Experience in digital forensics investigations and possession of CFE or related certification will be an added advantage.

### **3. Senior Compliance Analyst – Financial Institutions (FIA4) (2 Positions)**

**Main Duties and Responsibilities:**

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

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

**Qualifications:**

- Minimum of a Bachelor's degree in Business Administration, Social Sciences, Economics, Law, Banking and Finance, Accounting, Law Enforcement, or related field.
- Experience in a similar position will be an added advantage.

### **4. Senior Compliance Analyst – Non-Bank Financial Institutions (FIA4)**

**Main Duties and Responsibilities:**

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

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

**Qualifications:**

- Minimum of a Bachelor's degree in Business Administration, Social Sciences, Economics, Law, Banking and Finance, Accounting, Law Enforcement, or related field.
- Experience in a similar position will be an added advantage.

### **5. Senior Compliance Analyst – DNFBPs (FIA4) (2 Positions)**

**Main Duties and Responsibilities:**

Reporting to the Compliance Manager 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 provide the training services.

- Conduct AML/CFT awareness for the DNFBPs.
- Make recommendations to the Compliance Manager on mechanisms to be employed for compliance.
- Coordinate with relevant stakeholders' supervisory authorities.
- Carry out other duties as assigned from time to time.

**Qualifications:**

- Minimum of a Bachelor's degree in Business Administration/Management, Social Sciences, Finance, Law, Law Enforcement, or Accounting.
- Experience in a similar position will be an added advantage.

**6. Office Assistant/Driver (FIA 6)**

**Key Responsibilities:**

Reporting to the Administration Officer, the post-holder will be responsible for the following tasks:

- Ensuring that the office premises are clean.
- Making sure that FIA cars are in good repair and are roadworthy.
- Driving officers to various destinations in the country.
- Delivering mail to various stakeholders and collecting mail from the post office.
- Carry out other duties as assigned from time to time.

**Minimum Requirements**

- An MSCE or O-level, an additional qualification, though not necessary, will be an added advantage.
- At least three (3) years experience in office management.
- Possession of a clean drivers' licence, at least Class C1.
- Knowledge of written and spoken English.
- Ability to work effectively under pressure and deliver results.

If you meet the above requirements and have a passion to contribute to the fight against financial crimes, please submit your application by **Tuesday, 24<sup>th</sup> March 2026**, through our website ([www.fia.gov.mw](http://www.fia.gov.mw)) under **vacancies** section.

Only shortlisted candidates will be contacted for interviews. FIA is an equal opportunity employer.



[www.fia.gov.mw](http://www.fia.gov.mw)



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Financial Intelligence Authority - Malawi

***Building a financial crimes free Malawi***