



TURKS AND CAICOS ISLANDS ANTI-MONEY LAUNDERING COMMITTEE

Providenciales, Turks & Caicos Islands

JOB REFERENCE NO.: AML1-22-01

JOB TITLE: NATIONAL AML/CFT COORDINATOR

Remuneration: USD \$87,000 per annum (plus allowances)

Term of Contract: 24 months, with the option to renew.

Administrative Support: The National Coordinator will be located and work from the Attorney General's Chambers initially. The individual shall receive operational and administrative support from the Attorney General's Chambers.

JOB SUMMARY

The National Coordinator will be responsible for coordinating the implementation of the TCI's Anti-Money Laundering Committee's (AMLC) Strategic Plan and Action Plans to address recommendations in the 2020 Turks and Caicos Islands' Caribbean Financial Action Task Force (CFATF) Mutual Evaluation Report (MER).

The National Coordinator will provide technical support to the AMLC by assisting the Committee in meeting its objective of removing TCI from the FATF's International Co-operation Review Group process. This is to be achieved by coordinating with the national Anti-Money Laundering Working groups, to ensure proper review, implementation and the fulfilment of the recommendations emanating from the TCI's CFATF MER and compliance with international Anti-Money Laundering /Combating the Financing of Terrorism and Proliferation Financing (AML/CFT/PF) standards in preparation of the follow-up reports (FUR).

MAIN RESPONSIBILITIES

1. Coordinate work regarding AML/CFT/PF for the AMLC and supports its work by ensuring the efficient and effective functioning of any committees appointed by the AMLC by providing technical and administrative support in the management of the daily operations, and assist with the development of the AMLC's plans, goals, objectives and systems.
2. Provide leadership and guidance in the implementation of FATF recommendations to ensure compliance with AML/CFT/PF legislation and policy in accordance with the AMLC's mandate.
3. Act as the point of contact for day-to-day national AML/CFT/PF matters where applicable.

4. Advise the AMLC on key legislative and common law developments relating to AML/CFT and any recommended amendments to TCP's laws, regulations, guidance or procedures.
5. Support and coordinate the relevant activities of the Competent Authorities (CAs) and Law Enforcement Agencies (LEAs) to promote AML/CFT/PF reporting, control and awareness initiatives and any committees appointed by the AMLC, in order to ensure that those Departments and Agencies concerned are mitigating AML/CFT/PF risks and implementing measures in accordance with the FATF Standards.
6. Review and collate data received from the CAs and LEAs in response to requests by the AMLC in relation to the implementation of recommendations emanating from the MER, to ensure compliance with the FATF Recommendations, particularly Recommendation 33.
7. Review and analyse the Action Plans received from CAs and LEAs to determine their levels of risks, and identify any gaps in relation to implementation of the recommendations by the relevant agencies to ensure timely compliance.
8. Liaise with all relevant CAs and LEAs to discuss Action Plans and progress toward addressing identified deficiencies within set timelines.
9. Ensure that reports are prepared by the focus groups and provide updates to the AMLC on the execution of submitted Action Plans.
10. Serve as resource personnel for the AMLC by providing information related to AML/CFT/PF that may be required for it to carry-out its functions.
11. Conduct outreach and engagement regarding AML/CFT/PF with the private sector.
12. Provide assistance to CAs and LEAs in updating and the continuous improvement of policies, processes and systems within the AML/CFT/PF regime.
13. Co-ordinate the workflow and ensure the timely completion of the TCP's National Risk Assessment into AML/CFT/PF.
14. Perform any other related duties as required by AMLC to contribute to the effectiveness and efficiency of the AMLC and implementation of the FATF standards.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Law, Business Administration/Management, Economics, Finance or related field;
- Advanced University Degree (Masters) in any of the aforementioned subject areas is desirable;
- Ten (10) years' working experience with at least five (5) years at a managerial level;
- Five (5) years' professional experience relating to AML/CFT/PF issues in any of the fields of law, financial regulation or law enforcement, preferably at a national level;
- Training as a FATF 4th Round Assessor;
- Sound understanding of the FATF Recommendations including Interpretive Notes, and the Methodology;

- Significant experience in the 4th round mutual evaluation process would be an asset;
- Experience in addressing CFATF issues at a regional level, such as participation at CFATF Plenaries and contribution to CFATF Working Papers;
- Proven track record and experience in strategic decision-making, involvement in national risk assessments and creation of national frameworks and policies.

SPECIFIC KNOWLEDGE REQUIRED

- Good knowledge of Government structure, policies and procedures;
- Excellent knowledge of relevant laws, regulations, procedures and policies;
- Excellent knowledge of international affairs and global political and economic issues.

SPECIFIC TECHNICAL SKILLS

- Advanced and proven analytical skills in diplomacy, protocol and negotiation;
- Excellent knowledge of financial systems, practices and procedures;
- Good understanding of the TCI Economy and AML/CFT/PF regulatory environment;
- Excellent oral and written communication skills;
- Good knowledge of the use of standard office equipment and computer applications such as MS Word, Excel, Powerpoint; and email;
- Excellent analytical and decision-making skills;
- Excellent interpersonal and organisational skills;
- Ability to work well under pressure;
- Strong leadership and management skills.

WORKING CONDITIONS

- Exposure to highly confidential information
- Required to travel occasionally among islands and overseas
- Required to work beyond normal working hours, when necessary, to meet deadlines.

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports directly to and is supervised by the Chairperson – AMLC

LIAISES WITH:

Internally:

Various regulatory departments and agencies

Externally:

- Regional and International AML regulators
- The CFATF as directed by the AMLC.

SALARY: \$87,00.00 per annum plus allowances

TRANSPORTATION ALLOWANCE - \$2,760 per annum

TELEPHONE ALLOWANCE - \$1,800 per annum

HOUSING ALLOWANCE - \$12,000 per annum, if recruited outside of the Turks and Caicos Islands

APPLICATION PROCEDURE:

The following documents **MUST** be submitted to apply for this position:

1. Cover Letter;
2. Current Resume with current contact information;
3. Two letters of reference (one preferably from a former employer);
4. Copies of relevant qualifications and educational certificates;
5. A copy of your Passport photo page, National Turks & Caicos Islander Status Card (where applicable) or bio-data page;
6. A Police Certificate issued from your country of origin or if different, from the country where you were last employed for two or more years.

**Special COVID-19 requirements: The Turks and Caicos Islands Government requires all persons coming into the islands for employment purposes to be fully vaccinated or to be willing to participate in the country's vaccination program.

Applications should be emailed to: AGChambers@gov.tc.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

APPLICATION DEADLINE: 14th February 2022

This document is a true and accurate description of the position.