



**GOVERNMENT OF SAINT LUCIA
ATTORNEY GENERAL'S CHAMBERS**

Applications are invited for the position of Programme Officer of the National Anti-Money Laundering Oversight Committee (NAMLOC) - with the Attorney General's Chambers. The principle responsibilities, for the position and qualification requirements are provided below.

Principle Responsibilities

1. Gather and collate data and other information from relevant public and private stakeholders and the general public relating to anti-money laundering, counter financing of terrorism and counter proliferation financing awareness and compliance systems.
2. Obtain all the requisite data and information from all stakeholders necessary for the preparation of reports needed to demonstrate compliance with the Financial Action Task Force (FATF) Recommendations.
3. Act as a liaison between the Attorney General's Chambers/NAMLOC and relevant stakeholders.
4. Assist with the preparation of quarterly and annual reports.
5. Assist with preparation of annual budget and expenditure statements.
6. Track and continuously review the progress of the NAMLOC work schedule, identifying achievements and lags.
7. Assist with round table discussions, meetings, conferences and workshops with policy makers, public and private sector stakeholders.
8. Assist with the creation of material not limited to power point presentations, for the purposes of stakeholder meetings and workshops.
9. Present reports or updates to the Director on a quarterly basis or more frequently if required based on the work schedule.
10. Keep records of all engagement between the NAMLOC and CFATF.
11. Coordinate and execute the NAMLOC's public education campaign.

12. Diligently and faithfully perform the duties of NAMLOC Programme Officer, and act in all respects in accordance with instructions and directions given by NAMLOC Director.
13. Perform other such duties as may be assigned from time to time in furtherance of meeting the objectives of the CFATF.

Knowledge and Skills

1. Knowledge of the Financial Action Task Force 40 Recommendation and 11 Immediate Outcomes, and the Caribbean Financial Action Task Force.
2. Familiarity with the anti-money laundering, counter-terrorism financing and counter proliferation financing Laws of Saint Lucia.
3. Knowledge of Staff Orders, Public Service Standard Operating Procedures, departmental guidelines.
4. Advanced knowledge of Microsoft Office (Word, Access, Excel, and PowerPoint).
5. Familiarity with relevant procedures and documents relevant to NAMLOC.
6. Strong communication skills for effective engagement with stakeholders.
7. Excellent time management, problem-solving and organisational skills.
8. Creativity and self-reliance in dealing with challenging situations and arriving at a satisfactory resolution.
9. Effectiveness at interaction with colleagues.
10. Ability to maintain ethical standards and demonstrate exceptional customer service.

Qualification and Experience Requirements

- a. Diploma from Sir Arthur Lewis Community College plus three (3) years post qualifying experience.

OR

- b. Two (2) 'A' Level passes plus three (3) years post qualifying experience.

OR

- c. Five (5) CXC/GCE passes plus five (5) years post qualifying experience.

And Recognized certification in AML/CFT/CPF or Financial Crime.

Compensation will be commensurate with qualifications and experience and will be in accordance with the terms stipulated by the Attorney General's Chambers.

Suitable qualified applicants will be acknowledged and invited for an interview

Application with resume including the names and contact details of two referees must be submitted in a sealed envelope marked: Confidential-Application for the Position of NAMLOC Programme Officer -National Anti-Money Laundering Oversight Committee and must be sent to:

**The Permanent Secretary
Attorney General's Chambers
2nd Floor, Francis Compton Building
Waterfront
Castries**

OR

By email, signed and in pdf format to: ps.agchambers@agchambers.govt.lc

Deadline for receipt of applications: 28th February, 2025.