



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

Applications are invited for the position of Project 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. Act as a liaison between the Attorney General's Chambers/NAMLOC and relevant stakeholders.
2. Assist with the preparation of quarterly and annual reports.
3. Track and continuously review the progress of the NAMLOC work schedule, identifying achievements and lags.
4. Assist in the coordination of meetings of the NAMLOC.
5. Assist with round table discussions, meetings, conferences and workshops with policy makers, public and private sector stakeholders.
6. Assist with the creation of material not limited to power point presentations, for the purposes of stakeholder meetings and workshops.
7. Present reports or updates to the Director on a quarterly basis or more frequently if required based on the work schedule.
8. Assist the Programme Officer in coordinating and executing the NAMLOC'S public education campaign.
9. Diligently and faithfully perform the duties of NAMLOC Project Officer, and act in all respects in accordance with instructions and directions given by NAMLOC Director.
10. 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. Requisite skillset to consult with such other person or persons where necessary in advancing, implementing and adhering to the requirements of the FATF recommendations.
5. To have an intermediate understanding of the NRA and National Action Plan of Saint Lucia.
6. Advanced knowledge in the use of office equipment (scanners, photocopiers, facsimile machines, binders, social platforms)
7. To possess intermediate level organizational and time management skills with the ability to exercise initiative, judgement, tact and diplomacy in the execution of duties.
8. Familiarity with relevant procedures and documents relevant to NAMLOC.
9. Strong communication skills for effective engagement with stakeholders.
10. Excellent time management, problem-solving and organisational skills.
11. Creativity and self-reliance in dealing with challenging situations and arriving at a satisfactory resolution.
12. 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.

Recognized certification in AML/CFT/CPF or Financial Crime would be an asset.

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 Project 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@govt.lc](mailto:ps.agchambers@govt.lc)

Deadline for receipt of applications: