

Financial Intelligence Agency (FIA), the leading Government Agency charged with responsibility of coordinating the fight against money laundering, financing of terrorism and financing the proliferation of weapons of mass destruction is seeking to recruit a suitably qualified Sierra Leoneans for Seven (7) positions.

FIA's core values are: Integrity, Professionalism, and Respect for Diversity & Confidentiality

Date of Issue: 10th June 2024

Closing Date: 24th June 2024

1 Job Title: Officer - Operational Departments (6)

Duty Station: Regional Offices (Bo/ Kenema/ Port Loko /Makeni)

Report to: Senior Officer

Summary of Responsibilities:

Reporting to Principal Analyst/ Senior Officer, your responsibilities include providing support in the gathering of intelligence and its analysis. Carrying out on-site and Off-site AML/CFT examinations on reporting entities for compliance with the requisite legislation and provide necessary operational support in the discharge of all other activities of the Division.

Details of Responsibilities

- Receive, process and upload currency transaction reports
- Keep records of reports received from reporting entities
- Seek and collate data money laundering and terrorism related issues from open sources
- Liaise with compliance officers to ensure effective and timely reporting
- Proactive review of inhouse data to seek out suspicious transactions and report same to supervisor
- Provide support to Supervisors within the Division
- Request documents through the Supervisors from relevant authorities to aid FIA work
- Carryout on-site examination on financial institutions and non-financial businesses and professions to determine whether FIs/DNFBs have developed, administered and maintained effective programme for compliance with AML/CFT laws and regulations.

- Provide support in Sourcing relevant information from authorities, newspapers, etc. which are worthy of retention.
- Provide support in enforcing sanctions or other forms of penalties for failing to comply with reporting or record keeping obligations.
- Help identify training needs of staff of reporting institutions.
- Facilitate training of staff of reporting institutions
- Perform any other duties as shall be assigned from time to time.

COMPETENCIES:

Professionalism – Must demonstrate ethics, integrity and trust in the performance of duty at all times, experience of organisational systems and procedures.

Planning and organisations- Effective time management and an ability to plan own work to meet designated deadlines.

Communication – Good communication skills (spoken and written)

Technological Awareness –Excellent computer skills and proficiency in using advanced functions on standard computer applications.

Teamwork – Good interpersonal skills; ability to work in a team with sensitivity and respect for diversity; demonstrated ability to develop and maintain effective team relationship; able to share workload and work closely with different program teams.

QUALIFICATION & EXPERIENCE

A first level university degree in Social Sciences or a related discipline with at least two-year work experience in the areas of banking, accounting, law, auditing, intelligence gathering.

SALARY

Attractive

Special Notice

The FIA is committed to achieving gender balance in its staff. Female candidates who meet the criteria are strongly encouraged to apply.

Only short-listed candidates will be contacted. The selection process will include examination and interview.

Your application should be sent to: recruitment_hr2024@fiu.gov.sl

2. Job Title: IT Officer (1)

Duty Station: Freetown

Report to: Principal Officer

Duties and Responsibilities:

Under the supervision of the Principal Officer, ICT and Records Division, the ICT Officer will be responsible for the following:

- Perform a full range of procedural activities in support of ICT, including IT systems and infrastructure, including troubleshooting hardware, software, and network issues.
- provides ICT and helpdesk support services to other divisions within the Unit under direct supervision of the Principal ICT and Records Manager.
- Provides daily technical support to users of information management tools.
- Manage and maintain user accounts and permissions.
- Train users on the use of IT systems and applications.
- Integrate security, physical control solutions for all confidential data and systems.
- Support in the provisioning and maintenance of FIU' active directory and associated services.
- Install, configure, and maintain IT systems and equipment, including desktops, laptops, printers.
- Participate and assist in training for the FIU staff on ICT issues.
- Support in the maintenance of an up-to-date inventory of software and hardware services.
- Troubleshoot windows operating system, and monitor network problems and repair hardware including printers, computers, IP phone and scanners; respond to user needs and questions regarding network access.
- Any other related tasks as may be required or assigned by the manager/supervisor.

Requirements

Required experience.

5 years of experience in at least 3 years of relevant experience in computer hardware maintenance, network administration and software application.

Ability to work and adapt professionally and effectively in a challenging environment, ability to work effectively in a team.

Solid overall computer literacy, including computer hardware maintenance, proficiency in various MS Office applications (Excel, Word, teams, etc.) and mail/internet; familiarity with database management and active directory server management; and office technology equipment.

Self-motivation, Ability to work with minimum supervision; ability to work with tight deadlines.

- Sound information security management awareness.
- Excellent oral and written skills.
- Excellent interpersonal skills, culturally and socially sensitive, ability to work inclusively and collaboratively.

Qualifications: Education/Knowledge/Technical Skills and Experience

Required education level.

Bachelor's degree or equivalent in

- Bachelor's degree in computer science, information technology or a related field
 - Required A+, CompTIA Security+
 - Cisco Certified Network Engineer (CCNE) AND Microsoft Certified Systems Engineer (MCSE) or Microsoft Certified Professional (MCP) is desirable.

SALARY

Attractive

Special Notice

The FIA is committed to achieving gender balance in its staff. Female candidates who meet the criteria are strongly encouraged to apply.

Only short-listed candidates will be contacted. The selection process will include examination and interview.

Your application should be sent to: recruitment_hr2024@fiu.gov.sl