MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

VACANCY ANNOUNCEMENT

DIRECTOR GENERAL – FINANCIAL INTELLIGENCE AUTHORITY

Terms of Employment: Five (5)-year Contract renewable subject to satisfactory performance.

The Government of Malawi, through the **Ministry of Finance, Economic Planning and Development,** is inviting applications from suitably and experienced Malawian candidates to fill the post whose details are as below:

Post: **Director General**

Grade: FIA 1

Location: Lilongwe

BACKGROUND AND CONTEXT

The Financial Intelligence Authority (FIA) is a government agency established under the Financial Crimes Act 2017 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 order to fulfil the organisation's mandate effectively and efficiently with strategic leadership and management, a rare opportunity has arisen to engage a qualified person of Malawian origin to fill the position of **Director General** for the FIA tenable at its offices in Lilongwe.

This is a very demanding position which requires a person with high level of integrity and professionalism, strategic leadership, and managerial innovations to make the FIA competitive and vibrant.

SUMMARY OF THE JOB

The job-holder of this position is accountable to the Minister of Finance, Economic Planning and Development, and is responsible for overall management and operation of the organisation and ensuring that the FIA performs in accordance with its mandate as stipulated in the Financial Crimes Act (FCA).

KEY DUTIES AND RESPONSIBILITIES

1. **Steer the strategic direction of the FIA**
   - Positioning the FIA strategically in accordance with its mandate;
   - Maintaining high level contacts with relevant stakeholders including law enforcement agencies, supervisory authorities, self-regulatory bodies and reporting institutions
   - Developing appropriate coordination and cooperation strategies for effective enforcement of the FCA; and
   - Leading the growth of the organisation's capacity including operations, human, financial and other resources.

2. **Provide leadership to the FIA**
   - Providing guidance and leadership on core functions of the FIA which include receipt of financial information, analysis, and dissemination of financial intelligence;
   - Overseeing implementation of measures to ensure accountable institutions comply with the FCA;
   - Leading in enforcement of sanctions on non-complying accountable institutions;
   - Developing and managing partnerships and collaboration with other Financial Intelligence Units for purposes of benchmarking and sharing of best practices;
   - Coordinating, managing and supervising departmental heads to ensure effective functioning of the FIA;
   - Developing short and long-term organizational goals and objectives as well as policies and procedures for the FIA;
   - Providing leadership, guidance and direction to ensure timely and effective execution of planned activities

3. **Provide advice and recommendations to the Minister of Finance on all matters relating to the authority and the implementation of the Financial Crimes Act**
   - Advise and appraise the Minister on trends, patterns and developments emerging in relation to implementation of the FCA;

- Leading the development of periodic operational reports and submitting to the Minister;
- Providing special reports and guidance to the Minister regarding particular domestic developments relating to money laundering and other financial crimes; and
- Appraising the Minister on Malawi's regional and global commitments that require policymakers' action and participation in international engagements that requires the Minister's noting.

4. **Ensure that the FIA's departments are carrying out their functions according to plans**
   - Leading the development of annual work plans by the departmental heads and individual staff members;
   - Leading the annual appraisal of staff members;
   - Ensuring that there are proper mechanisms to track implementation and achievements of planned medium-term and short-term activities.
5. **Appoint other employees**
   - Exercising oversight over all aspects of human resource management including but not limited to hiring and termination, staff promotion, staff motivation and retention, and ensuring that staff have the appropriate skills to perform their duties; and
   - Liaising with the Minister of Finance, Economic Planning and Development, and the Department of Human Resources Management and Development on recruitment of new staff.
6. **Manage the resources of the FIA**
   - Safeguarding the resources of the FIA in accordance with FCA, Public Finance Management Act, Public Procurement and Disposal of assets Act, and Public Audit Act; and
   - Overseeing all accounting functions of the FIA including auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, Public Finance Management policies and procedures, and all other applicable rules and guidelines.

QUALIFICATIONS AND EXPERIENCE

Applicants must possess:

- Master's degree in Law, Finance, Accounting, Business Administration, or Social Sciences.
- A PhD in either of the above would be an added advantage.
- Work experience in Intelligence, Law Enforcement, Law, Finance, or organisation of similar values as FIA is a prerequisite
- A minimum of ten (10) years' post qualification experience in a reputable organisation, of which at least five (5) must be in a senior management position.

APPLICATIONS

Interested persons should submit their application letters that should include copies of relevant certificates and Curriculum Vitae which has phone numbers and names of **three traceable** referees to:

The Secretary to the Treasury
Ministry of Finance, Economic Planning and Development
P. O. Box 30049
LILONGWE 3

Telephone: **265 01 789 355**
Fax: **265 01 789 173**
Email: **finance@finance.gov.mw**

Attention: Deputy Director of Human Resource Management and Development

Closing date for receipt of the applications is **Friday, 10th April 2020.**

Only shortlisted applicants will be acknowledged.