



VACANCIES

The Financial Intelligence Authority (FIA) is a government agency established under the Financial Crimes Act 2017 (FCA) 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 line with its mandate, FIA has the following vacancies to be filled as soon as possible. The positions are tenable at FIA offices in Lilongwe.

1. Director - Legal and Corporate Services

Main Duties and Responsibilities:

- Reporting to the Director General, the job-holder will be responsible for the effective and efficient management of the Legal and Corporate Services Department.
- Ensure efficient and effective management of resources in the FIA.
- Maintain an effective and motivated team through continuous training and development of FIA staff.
- Review and provide legal advice to management.
- Represent the FIA in legal matters and high-level events.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide and interpret legal information to staff and FIA stakeholders.
- Prepare and review contracts, agreements, internal policies and other documentation, and ensure that they are in compliance with all statutory or legal requirements.
- Review progress of outstanding cases and liaise with and manage external lawyers.
- Continuously monitor compliance with statutory obligations and advise management accordingly.
- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- A Master's Degree in Law from reputable institutions of higher learning.
- Post-qualification experience of more than 3 years at a senior management level in a comparable function;
- Must be a practicing lawyer and member of good standing with the Malawi Law Society.
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters, as well as interacting with senior management of stakeholder institutions.

2. Senior Strategic Analyst

Main Duties and Responsibilities:

Reporting to the Manager - Strategic Analysis Manager, the job-holder will be responsible for the following:

- Process and analyse suspicious transaction reports from reporting institutions and other sources.
- Produce strategic analysis reports.
- Produce strategic analysis products and disseminate to relevant stakeholders.
- Produce regulatory reports.

- Carry out research related to financial crimes.
- Respond to the needs of domestic stakeholders and international organizations when required.
- Respond to queries from directorates within the FIA.
- Carry out other duties as assigned from time to time.

Qualifications:

- Minimum of a Bachelor's degree in Finance, Accounting, Business Administration, Economics or related Social Sciences from reputable institutions of higher learning.
- At least two (2) years experience in a senior or similar position in a reputable organization, and track record of working with large volume and high frequency data for analytical purposes.

3. Senior Public Relations Officer

Main Duties and Responsibilities:

Reporting to the Compliance & Public Relations Manager, the job-holder will be responsible for the following:

- Produce relevant corporate communications and publications.
- Design graphics and visuals for various communication outlets.
- Produce content for corporate social media channels.
- Maintain and update the corporate's website.
- Review and implement communications strategy.
- Develop strategies to create and maintain a positive image of the organisation.
- Develop and maintain good rapport with the media and other stakeholders.
- Attend to enquiries from the media as spokesperson for the organisation.
- Manage and arrange media coverage of key corporate events.
- Implement public awareness strategies to promote public understanding of the role of FIA and the fight against money laundering and other financial crimes.
- Assist with organising domestic coordination activities.
- Respond to information requests from the media, general public and other stakeholders.
- Carry out other duties as assigned from time to time.

Qualifications:

- Minimum of a Bachelor's degree in Public Relations, Business Communication Development Communication, Journalism, Mass Communication or similar qualifications from reputable institutions of higher learning.
- At least two (2) years experience in corporate communications in a reputable organisation.
- Must be conversant with financial crime laws in the country.
- Responsible, willing to learn and deliver with little supervision.

4. Finance Officer

Main Duties and Responsibilities:

Reporting to the Finance and Administration Manager, the job-holder will be responsible for the following:

- Prepare funding vouchers for the organisation.
- Prepare monthly narrative report on expenditure.
- Process payments.
- Prepare revenue and expenditure returns.
- Conduct data entry into accounting system.
- Maintain financial records and files.
- Assist with budget planning and analysis.
- Assist with preparation of information for presentation to auditors.
- Carry out other duties as assigned from time to time.

Qualifications:

- Minimum of a Bachelor's degree in Finance, Accounting or Business Administration.
- At least two (2) years experience in a similar position in a reputable organization.
- Conversant with public sector accounting systems.

The interested candidates for these vacancies should possess the following attributes:

- Impeccable behavior, highly disciplined and discrete, trustworthy and without active political affiliation.
- Resourceful, innovative, organized analytical and strategic thinker.
- Ability to work effectively under critical deadlines, with a large degree of independence, and deliver results.
- Ability to produce complex reports.
- Effective communication and interpersonal skills.
- Must be conversant with financial crime laws in the country.
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- Proficiency in Microsoft Office suite of products (i.e. Word, Excel and PowerPoint).

If you meet the above requirements and have a passion to contribute to the fight against financial crimes, submit a package of your application letter, curriculum vitae and completed electronic application form (which can be accessed through FIA website www.fia.gov.mw). The application letter should be addressed to:

The Director General
Financial Intelligence Authority
Private Bag B441
LILONGWE 3

Applications should be submitted by **Friday, 22nd November 2024** through email to recruitment@fia.gov.mw. Only shortlisted candidates will be contacted for interviews. FIA is an equal opportunity employer.



www.fia.gov.mw



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Financial Intelligence Authority - Malawi

Building a financial crimes free Malawi