BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Analyst AML/CTF PDCD
Reporting to	Senior Analyst –AML/CTF Policy Development & Coordination Division-FASU
Location	Port Moresby
Salary range	TBA
Employment Type	TBA

Role Descriptions:

The Analyst, AML/CTF Policy Development and Coordination Division (PDCD) supports the development, review, and implementation of policies and procedures to ensure compliance with Papua New Guinea's Anti-Money Laundering and Counter Terrorist Financing (AML/CTF) framework.

The incumbent will contributes to monitoring international AML standards, assisting in supervision of financial institutions, and facilitating coordination with domestic and international partners. It involves providing policy advice, maintaining operational registers, and supporting national AML/CTF committees. The Analyst ensures technical quality, professionalism, and adherence to the Bank's corporate values in all work activities.

Responsibilities

- **Develop and Maintain AML/CFT Policies and procedures**

Key Activities
- Draft, review, and refine regulations, guidelines, and procedures to implement AML/CTF obligations.
- Monitor global AML developments, assess their national relevance and apply risk based approach to initiatives.
- Maintain up-to-date policy, compliance, coordination, and training registers.

- **Support compliance Supervision and Enforcement**

Key Activities
- Assist in on-site and off-site examinations of financial institutions for AML/CTF compliance.
- Identify institutional compliance issues and recommend corrective measures.
- Collaborate with supervisory and regulatory bodies to develop sector-specific AML policies.

- **Facilitate Coordination and Information sharing**

Key Activities
- Provide secretariat support to the AML/CFT National Coordinating Committee (NCC).
- Assist in drafting agreements with foreign FIUs, law enforcement agencies, and regulators for information exchange.
- Support communication and coordination between domestic and international AML stakeholders.

- **Provide technical and analytical support**

Key Activities
- Conduct research and analysis to identify trends, issues, and opportunities in AML/CTF implementation.
- Prepare high quality reports and briefing materials for external audiences.
- Offer timely and accurate policy advice to stakeholders.

- **Uphold Professional Standards and Bank Values**

Key Activities

- Demonstrate efficiency, professionalism, accountability, teamwork, transparency, and integrity in all work.
- Maintain confidentiality in handling sensitive information.
- Continuously develop technical knowledge and skills to improve performance.

<u>Requirements</u>

1. Minimum Qualifications

✓ Bachelor Degree in Banking/Finance, Accounting, Business, or related fields.

2. Experiences

✓ Four plus years' relevant work experience preferably in the finance/banking/superannuation or life insurance industry/securities and general insurance industry.

3. Skills/Attributes/Competencies

✓ Proficient in Microsoft suites (Word,Excel,Outlook)
✓ working knowledge of the banking, finance and savings and loans, superannuation or life insurance industries, securities
✓ general insurance and detailed knowledge of at least one of the relevant Acts and prudential standards
✓ Working knowledge of other related legislation, demonstrated management, communication, leadership, experience and skills.

<u>Working Relationship</u>

The Analyst AML/CTF PD&C will established and maintained the following internal and external Relationship.

- **Internal Relationship**

✓ Be accountable to the Senior Analyst or Manager
✓ Be establishing a good working relationship with other staff within the AML/CTF PDCD as well as other FASU staff
✓ Liaise and work closely with AML/CTF PDCD Manager, Senior Analyst and staff at FASU

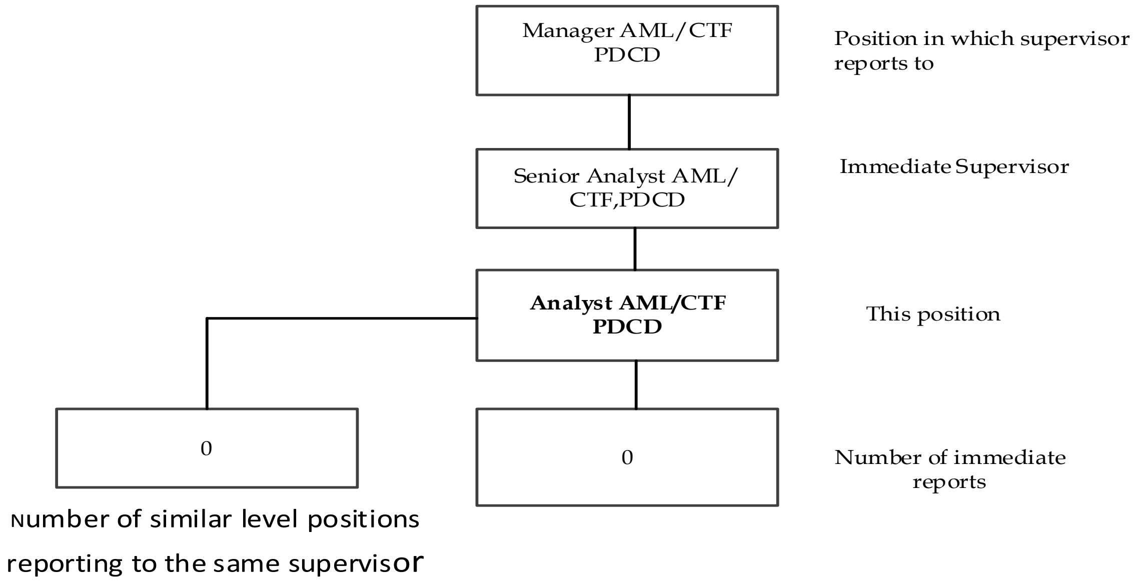
- **External Relationship**

✓ Liaise and work closely with 3rd part external service providers
✓ Develop and maintained working relationships with domestic and foreign stakeholders such as reporting financial institutions, Law enforcement and prosecutions authorities and other appropriate agencies

<u>Authorities & Delegations</u>

- **Financial**:
  - ✓ No Financial Authority
- **Policies and Procedures**
  - ✓ Assist to vary policy in line with statutory requirements

Reporting Relationship



This section refer to SP 24-25 BPNG strategic logic

Function Governance	**Objective 9** High Performance Culture is thriving **Objective 10** Targeted Capability is uplifted and performance is improved
Goal 6 Establish BPNG as a modern high performing and trusted institution	**KRA 9.1 – 9.5** Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. **KRA**

Bank Values:

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget.
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.