BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Senior Analyst-AML/CTF PDCD
Reporting to	Manager-AML/CTF PDCD
Location	Port Moresby
Salary range	TBA
Employment Type	TBA

Role Descriptions:

The Senior Analyst, AML/CTF PDCD, leads and manages allocated work group staff to ensure the Financial Analysis and Supervision Unit (FASU) meets its obligations in combating money laundering and the financing of terrorism. The role supports the development, enforcement, and coordination of AML/CTF policies and systems in line with national priorities and international standards. It is responsible for ensuring effective policy implementation, stakeholder coordination, compliance monitoring, and risk management across regulated sectors. The Senior Analyst provides leadership, technical expertise, and strategic advice to the Manager AML/CTF PDCD, Director FASU, and the Bank of Papua New Guinea to safeguard the integrity of the financial system.

Responsibilities

1. Develop and enforce AML/CTF policies and frameworks

- Create and refine national AML/CTF policies and operational frameworks in compliance with FATF standards.
- Ensure policies address emerging risks, gaps, and loopholes in the financial system.
- Monitor and evaluate policy effectiveness, recommending adjustments as required.

2. Coordinate with domestic and international stakeholders

- Establish and maintain effective relationships with National Coordinating Committee on AML/CTF, supervisory/regulatory, and law enforcement agencies.
- Negotiate and implement Memoranda of Understanding (MOUs) for information sharing and joint investigations.
- Represent FASU in domestic and international forums to promote PNG's compliance with AML/CTF obligations.

3. Monitor compliance and enforce regulations

- Supervise reporting entities including financial institutions and DNFBPs for AML/CTF compliance.
- Investigate and address breaches of AML/CTF laws, prudential standards, or FATF requirements.
- Provide specialist advice and support to law enforcement and regulatory agencies on AML/CTF enforcement.

4. Provide strategic advice and reporting

- Prepare reports and policy recommendations for the Director FASU and Governor of BPNG.
- Advise on legal and operational measures to strengthen financial system integrity.
- Contribute to strategic planning, budgeting, and resource allocation for AML/CTF activities.

5. Lead and develop staff capability

- Mentor and coach team members to build professional and technical expertise.
- Conduct performance evaluations and develop training plans for staff.

- Ensure adherence to the Bank's corporate values of efficiency, professionalism, accountability, teamwork, transparency, and integrity.

Requirements

- **Minimum Qualifications**
  - ✓ Degree in Banking/Finance, Accounting, Business, Commercial Law, or related fields.

- **Experiences**
  - ✓ Four plus years' relevant work experience preferably in the finance/banking/superannuation or life insurance, securities, general insurance industry or legal and policy development.
  - ✓ Have Fair knowledge and understanding around Anti-Money Laundering and Counter Terrorism Financing.
  - ✓ Been working in similar roles for any financial institution will be a bonus
  - ✓ Experiences in drafting and analysing policies, have deep understanding on AML and CTF Act 2015

- **Skills/Attributes/Competencies**
- Appropriate technical skills and knowledge to deliver
- Proficient in Microsoft suites (Word,Excel,Outlook)
- Strong understanding of International AMLCTF Standards, FATF Standard requirements,
- Strong working knowledge of banking and financial system

Working Relationship

- **Internal Relationship**
  - ✓ Be accountable to the Manager, AML/CTF ,PDCD
  - ✓ Liaise and work closely with Analyst in AML/CTF PDCD Unit
  - ✓ Establishing relationship with PDCD Manager, and other staff in FASU and across the Bank

- **External Relationship**
  - ✓ 3rd party service providers
  - ✓ Developed and maintain working relationship with domestic and foreign stakeholders such as reporting financial institutions, law enforcement and prosecution authorities and other appropriate agencies

Authorities & Delegations

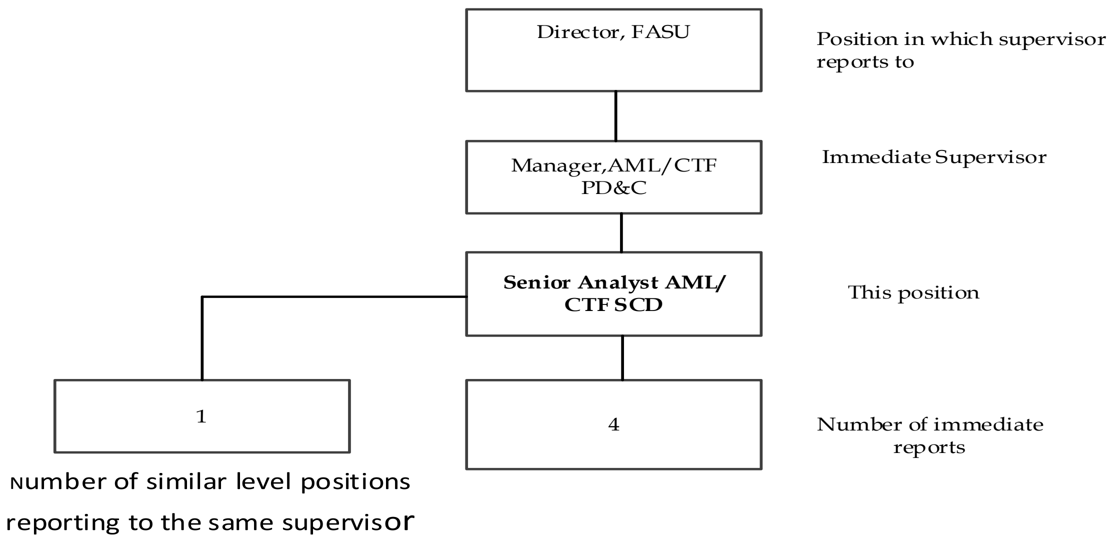
- **Financial**:

Approved limited to budget

- **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.