

**BANK OF PAPUA NEW GUINEA (BPNG)**  
**POSITION DESCRIPTION**  
**ANALYST, ANTI-MONEY LAUNDERING AND COUNTER TERRORIST**  
**FINANCING (AML/CTF)**  
**INTELLIGENCE MANAGEMENT DIVISION (IMD)**  
**FINANCIAL ANALYSIS AND SUPERVISION UNIT (FASU)**

*This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the Bank's values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.*

### **1. FASU Purpose Statement**

The Financial Analysis and Supervision Unit (FASU) has **primary** responsibility as directed by the *Governor* and the *Anti-Money Laundering and Counter Terrorist Financing (AML/CTF) Act 2015* (the Act). The purpose of FASU is to contribute towards promoting the integrity of Papua New Guinea (PNG)'s Financial System through the detection and deterrence of money laundering and terrorist financing, thus promoting the soundness and instilling confidence in the country's financial system.

The regulated sectors include those regulated and supervised by Banking Supervision Department (BSD) and Superannuation and Life Insurance Supervision Department (SLISD) in Bank of PNG, Office of Insurance Commissioner (OIC), Securities Commission (SC) and the Designated Non-Financial Businesses and Professions (DNFBPs).

FASU **contributes** as appropriate to the performance of other functions including the stability and soundness of the PNG Financial System and to the overall achievement of BPNG's strategic objectives.

The FASU is operationally independent and is the Financial Intelligence Unit (FIU) of PNG.

In accordance with the Act, the Director of FASU is appointed by the Governor of Bank of PNG in consultation with the Police Commissioner and the Head of Department of Justice and Attorney General (DJAG). The Director reports directly to the Governor on

administrative matters, however; performs the functions of FASU independently pursuant to the Act.

## 2. The Role of FASU

The vision of the FASU is to protect PNG and its financial system from money laundering and the financing of terrorism. It promotes financial system stability and soundness, and national security through the collection, profiling and analysis, and dissemination of financial intelligence.

The FASU also has the authority to develop rules, directives and guidelines to implement, administer, supervise and enforce compliance with the Act. This is aimed at deterring financially motivated crime.

The FASU supports a wide range of PNG Government agencies that are responsible for regulating and enforcing laws in certain sectors. The FASU partners with these agencies at all levels of Government and supports PNG's foreign policy, national security and financial stability objectives.

The FASU also contributes to the following Bank of PNG and Government functions:

- financial system supervision;
- formulation and implementation of monetary policy;
- economic analysis and advice;
- foreign exchange regulations and control;
- banking advice and services;
- overseas representation and liaison;
- provision of public information;

The FASU contributes to the overall achievement of the strategic objectives of the Bank of PNG and the FASU.

## 3. The Division Purpose Statement

The Anti-Money Laundering and Counter Terrorist Financing (AML/CTF) Intelligence Management Division (IMD) has **primary** responsibility as directed by the *Director FASU* for intelligence management purposes and as allocated by the Manager, IMD.

AML/CTF IMD undertakes its role by receiving and maintaining financial transactions data using a secure database to perform analyses and disseminate intelligence for law enforcement purposes, both locally and internationally and building global cooperation with counterpart FIUs in other countries and with other international bodies.

#### **4. Role of the Analyst AML/CTF IMD**

The primary role of Analyst IMD is to effectively and efficiently carry out tasks allocated by the superiors and to contribute to the FASU and BPNG functions. The role is accountable to the Senior Analyst IMD for the responsibilities detailed below.

The job-holder:

- helps the FASU meet its responsibilities, effectively and efficiently;
- has primary responsibility for ensuring the effective and efficient delivery of FASU's financial information, intelligence management framework, networking and exchange of information;
- works closely with Financial Institutions (FIs), non-bank financial institutions (NBFIs) and DNFBPs to ensure compliance with reporting obligations under the Act and other anti-money laundering laws, regulations, standards and policy guidelines;
- works effectively as part of the FASU team reporting to the Senior Analyst IMD;
- delivers key results in accordance with an annual performance agreement;
- demonstrates the competencies set out in this job description;
- has technical and professional qualifications, skills and knowledge appropriate to the job.

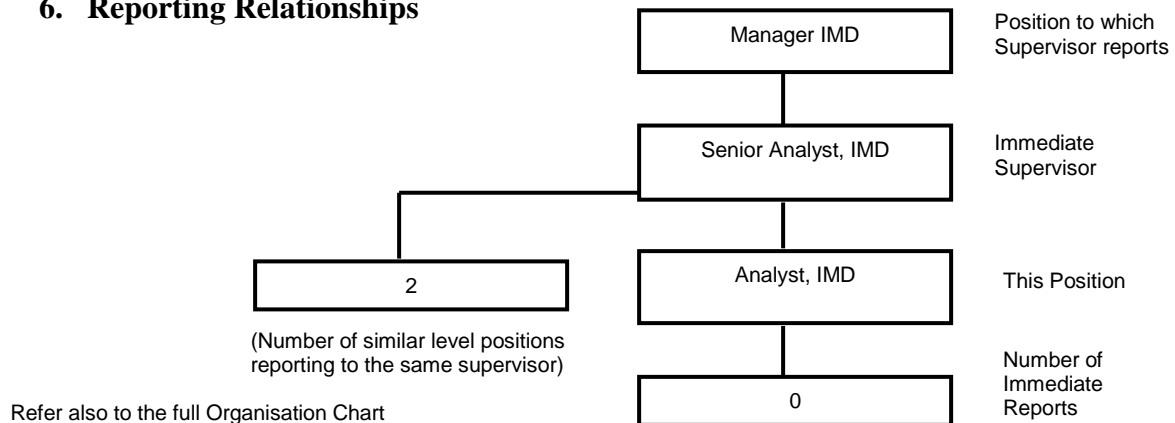
#### **5. Qualifications/Experience/Skills**

The Analyst will have:

- **Education:** Bachelor's Degree in Banking / Finance, Accounting, Business Management, Information Technology, Computer Science, Law or other related fields;
- **Experience:** Four plus years' relevant work experience preferably in the finance / banking / superannuation or life insurance / securities / general insurance industry;
- **Professional/Technical Skills/Attributes:** A working knowledge of the banking, finance and savings and loans, superannuation or life insurance industries, securities and general insurance and detailed knowledge of at least one of the relevant Acts and

prudential standards and a working knowledge of other related legislation, demonstrated management, communication, leadership, experience and skills.

## 6. Reporting Relationships



## 7. Working Relationships

The Analyst will:

- be accountable to the Senior Analyst or Manager IMD;
- be establishing a good working relationship with other colleagues within the IMD as well as other FASU staff;
- liaise and work closely with the Manager IMD, Senior Analysts and staff at FASU;
- work, as required, with staff in the FASU and BPNG;
- develop and maintain working relationships with domestic and foreign stakeholders such as reporting FIs, DNFBPs, counterpart FIUs, law enforcement and prosecution authorities, and other appropriate agencies;

## 8. Authorities and Delegations

### 8.1 Financial: (authority limits, budgets ...)

Key Activities includes;

- No financial authority

### 8.2 Staffing: (Authority to recruit, review performance ...)

Key Activities includes;

- No staffing authority

### **8.3 Policy/Procedure: (Authority to vary policy, recommend change ...)**

#### Key Activities includes;

- Assist the Manager, IMD to vary policy in line with statutory requirements

### **9. Key Attributes, Competencies and Accountabilities**

The following are some of the key attributes, competencies and accountabilities which the Analyst will perform in this role.

#### **9.1 Primary Functional Responsibilities**

##### Key Activities includes;

- assist in the detection and deterrence of money laundering, financing of terrorism and other serious criminal activities;
- manage FASU's intelligence and database management systems and analysis including other relevant tools used to perform key activities;
- manage the reporting and information exchange framework such as the Egmont Secure Web to ensure continuous flow of financial information between FIs, DNFBDs, counterpart FIUs, law enforcement authorities and the FASU;
- manage the FASU's financial intelligence management database systems effectively and efficiently;
- manage cross-border currency reporting framework and work closely with relevant authorities in PNG and abroad as required under the Act;
- examine, monitor and report on serious crimes, money laundering and the financing of terrorism in order to enhance PNG's financial system integrity and stability;
- manage case management and intelligence dissemination system for relevant domestic and overseas law enforcement and prosecution authorities;
- manage INTERPOL database and access to other databases that will be linked to FASU;
- help prepare and disseminate contingency plans that effectively and efficiently respond to possible crisis in the financial intelligence system;
- identify and evaluate existing and potential issues and risks arising from the financial intelligence system and disseminate these in a timely manner;
- help specialist investigations of law enforcement authorities by supporting and providing appropriate financial intelligence and information;
- provide for the protection of customer information and other intelligence matters;

- contribute towards developing policy guidelines, regulations, and procedures that guide and effectively facilitate the implementation and enforcement of anti-money laundering and combating the financing of terrorism framework in PNG.

## **9.2 Contributory Functional Responsibilities**

### Key Activities includes;

- facilitate the prosecution of offenders;
- assist in providing appropriate information to help develop and communicate the FASU's and the Bank's policies, views and operations on the financial intelligence;
- perform other duties relevant to the role as assigned from time to time;
- comply with the requirements of relevant legal statutory and organizational policies and controls;
- maintain and develop own capacity, particularly the level of skills, knowledge and experience required to meet work responsibilities and key outcomes.

## **9.3 Technical Knowledge**

### Key Activities includes;

- has a high level of technical knowledge related to the job
- demonstrates a broad understanding and knowledge of financial intelligence and money laundering developments and issues
- maintains and applies technical professional standards

## **9.4 Professionalism and Work Standards**

### Key Activities includes;

- monitors, measures and continually improves own performance striving for innovation
- applies "excellence" as standard of performance for self
- resists acceptance of "substandard" work
- uses peers to share experiences and improve mutual performance
- produces work on time

## **9.5 Analysis**

### Key Activities includes;

- secures relevant information, ensures a broad information base
- compares information, identifies key issues, recognises information gaps/limitations
- asks appropriate questions to identify/clarify underlying issues/problems/opportunities
- identifies trends and relationships, draws logical conclusions

## **9.6 Integrity and Independence**

### Key Activities includes;

- acts on professional level of technical knowledge related to the job
- maintains technical and professional ethics
- states facts and opinions as and when appropriate
- challenges tradition and habits, asks “why” and “why not”

## **9.7 Discretion and Confidentiality**

### Key Activities includes;

- establishes clear standards of organisation ethics and interpersonal behaviour
- shows concern for organisation well-being and its internal/external image
- resists actions/attitudes which undermine agreed standards

## **9.8 Judgment**

### Key Activities includes;

- checks assumptions and options against facts and generates effective solutions
- considers the benefits and risks, and long and short term impacts of feasible solutions
- takes overall organizational priorities into consideration and keeps right people informed

## **9.9 Communication (Oral or Written)**

### Key Activities includes;

- communicates ideas effectively to a range of individuals and audiences
- possess excellent report writing skills
- ability to prepare effective reports and undertake sound analysis
- ability to effectively participate in discussions with internal team members and industry personnel

## **9.10 Contribute to the Bank’s long-term and short-term plans**

### Key Activities includes;

- Contribute to the development of the FASU’s strategies and objectives and help monitor their achievement;
- Participate in collective advice and decision making on FASU and the Bank’s operational plans and resource allocations

- Ensure compliance with all legal, statutory and organisational policy requirements

**9.11 Ensure the development of the AML/CTF IMD capability**

Key Activities includes;

- Participate in appropriate induction training including vision, mission and strategies of FASU and the Bank
- Participate in the performance management system processes which are carried out for all Division staff
- Identify and implement in consultation with Director FASU and Deputy Director FASU and HRD staff training and development plans that can be met within Budget

**9.12 Assist the Manager IMD on Budget Development**

Key Activities includes;

- Support activities that are within budget and make suggestions that will enhance duties to be undertaken in an informed, competent and consistent manner

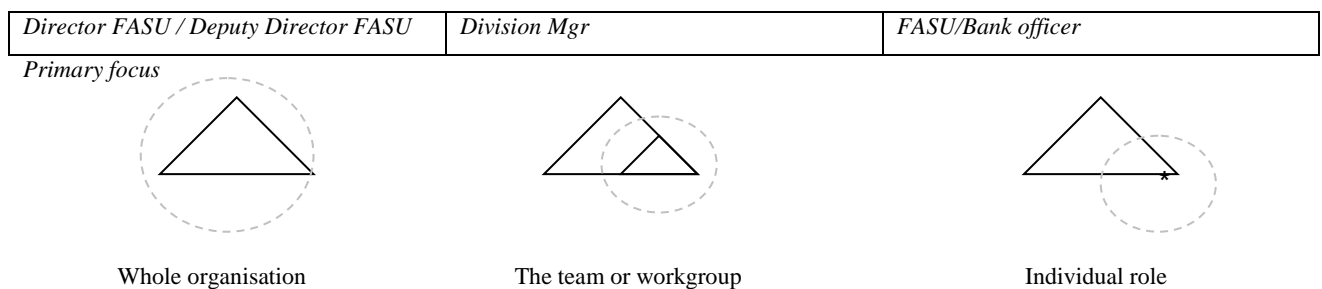
**9.13 Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.**

Key Activity includes;

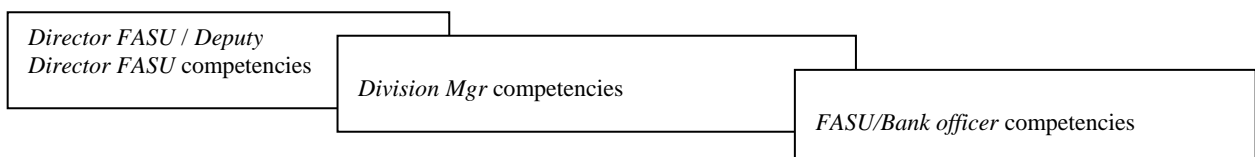
- Demonstrates behaviours consistent with the Bank’s values

**10. Requisite Competencies of the Role**

**Core Competencies Matrix**



**Overlap**





## Core Competencies

Director FASU / Deputy Director FASU	Division Mgr	FASU/Bank officer
<b>Planning</b>		
<p><input type="checkbox"/> Participates in the development of the <i>organisation's</i> strategic planning</p> <p><input type="checkbox"/> Develops 8 quarter Department plan and budget</p> <p><input type="checkbox"/> Benchmarks the Bank against best practice for the industry</p> <p><input type="checkbox"/> Establishes a plan to develop and maintain a broad awareness of industry and market place trends</p>	<p><input type="checkbox"/> Develops and reviews the <i>work group's</i> operational and project plans</p> <p><input type="checkbox"/> Establishes plans to develop core competencies within the work group</p> <p><input type="checkbox"/> Plans and schedules staff work</p>	<p><input type="checkbox"/> Develops <i>individual</i> task plans in support of work group and project plans</p> <p><input checked="" type="checkbox"/> Develops individual development plan to support core values, core competencies and the organisation's policy</p> <p><input checked="" type="checkbox"/> Develops plan to up-date and maintain specialist competencies</p>
<b>Organizing</b>		
<p><input type="checkbox"/> Aligns the organisation with its strategic positioning through its:</p> <ul style="list-style-type: none"> <li>- structure</li> <li>- systems &amp; processes</li> <li>- values</li> <li>- leadership focus</li> <li>- strategic projects</li> </ul>	<p><input type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its:</p> <ul style="list-style-type: none"> <li>- work flow design</li> <li>- position descriptions</li> <li>- team &amp; individual behaviours (in support of corporate values)</li> <li>- work priorities of the group</li> <li>- the application of project management practices</li> </ul>	<p><input checked="" type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her:</p> <ul style="list-style-type: none"> <li>- task priorities</li> <li>- personal behaviours</li> <li>- support of team members</li> <li>- the application of basic project management practices</li> </ul>
<b>Decision-making</b>		
<p><input type="checkbox"/> Determines and confirms delegations and authority levels</p> <p><input type="checkbox"/> Makes organisation-wide decisions on policy and procedure</p> <p><input type="checkbox"/> Takes accountability for</p>	<p><input type="checkbox"/> Acts within delegations</p> <p><input type="checkbox"/> Seeks consensus yet leads where necessary</p> <p><input type="checkbox"/> Interprets policy for staff in work group</p> <p><input type="checkbox"/> Takes accountability for</p>	<p><input checked="" type="checkbox"/> Follows directions</p> <p><input checked="" type="checkbox"/> Works co-operatively</p> <p><input checked="" type="checkbox"/> Complies with the organisation's policies and procedures</p> <p><input checked="" type="checkbox"/> Takes accountability for</p>

strategic decisions [ ] Timely and considered processing of requests and tasks to the overall benefit of BPNG	work group decisions [ ] Timely processing of requests and tasks to the benefit of the department/unit	individual task decisions [ ✓ ] Timely processing of requests and tasks
<b>Leadership</b>		
[ ] Creates a cultural environment that fosters growth, development & innovation [ ] Fosters organisation-wide co-operation and relationship effectiveness [ ] Sets an example to the whole organisation [ ] Takes accountability for the organisation's impact and behaviours [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position	[ ] Creates a work group environment that fosters growth, development & innovation [ ] Facilitates co-operation and relationship effectiveness with the work group [ ] Sets an example to the work group [ ] Takes accountability for the work group's impact and behaviour [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position	[ ] Demonstrates initiative in supporting growth, development & innovation within the work group [ ✓ ] Contributes to team effectiveness [ ✓ ] Sets an example to work colleagues [ ✓ ] Takes accountability for individual impact on self and others of personal behaviour [ ✓ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position
<b>Performance Management</b>		
[ ] Promotes and facilitates 'team effectiveness' within and between work groups within the organisation. [ ] Provides clear expectations and structure for effective operations management and project management within the organisation [ ] Fosters and mentors people with leadership potential [ ] Monitors and measures key	[ ] Facilitates team effectiveness within the work group [ ] Provides clear expectations and structure for teamwork and individual work [ ] Establishes and maintains controls for work group's resources [ ] Monitors and measures team processes and projects to improve own and team	[ ✓ ] Contributes to team effectiveness [ ✓ ] Seeks clarity of expectation and structure for making an effective individual contribution [ ✓ ] Participates in the organisation's mandate performance management processes

<p>operational systems and strategic projects to improve own and organisational performance</p> <p><input type="checkbox"/> Establishes and maintains controls for the organisation's resources</p> <p><input type="checkbox"/> Participates in the organisation's mandated performance management processes</p>	<p>performance</p> <p>[...] Participates in the organisation's mandated performance management processes</p>	
<b>Relationship management</b>		
<p><input type="checkbox"/> Establishes and maintains effective relationships with key stakeholders <i>external</i> to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations)</p> <p><input type="checkbox"/> Establishes and maintains effective relationships with key <i>internal</i> stakeholders (e.g. peers, employee groups)</p> <p><input type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders</p>	<p><input type="checkbox"/> Establishes and maintains effective relationships with the work group's internal and external customers and suppliers</p> <p><input type="checkbox"/> Establishes and maintains effective working relationships with peers and people in other work groups</p> <p><input type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers</p>	<p><input checked="" type="checkbox"/> Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning</p> <p><input checked="" type="checkbox"/> Is sensitive to and responsive to the needs of the position's internal customers, suppliers and internal colleagues (impacting on or impacted by the position's effective functioning).</p>
<b>Customer focus</b>		
<p><input type="checkbox"/> Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed</p> <p><input type="checkbox"/> Monitors, measures, and</p>	<p><input type="checkbox"/> Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed</p> <p><input type="checkbox"/> Monitors, measures, and continually improves the work</p>	<p><input checked="" type="checkbox"/> Establishes and maintains a customer focussed orientation in the performance of day-to-day work</p> <p><input checked="" type="checkbox"/> Monitors, measures, and continually improves the own</p>

continually improves the organisation's customer focus [ ] Seeks regular feedback from key customers of the organisation about their perceptions	group's customer focus [ ] Seeks regular feedback from key customers of the work group about their perceptions	customer focus [ ✓ ] Seeks regular feedback from customers of the position about their perceptions
	<b>Technical Proficiency</b>	
[ ] Broad understanding of specialist and task skills to enable effective long-term management and strategic deployment of Bank officers across functions and within cross-discipline work teams	[ ] Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers	[ ✓ ] Focussed specialist and task skills to enable proficient delivery of the technical work required by the position

**11. Organisational structure of AML/CTF IMD**

