

**BANK OF PAPUA NEW GUINEA (BPNG)**  
**POSITION DESCRIPTION**  
**ANALYST, ANTI-MONEY LAUNDERING AND COUNTER TERRORIST**  
**FINANCING (AML/CTF)**  
**POLICY DEVELOPMENT AND COORDINATION DIVISION (PDCD)**  
**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 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) Policy Development and Coordination Division (PDCD) has **primary** responsibility as directed by the *Director FASU* for the development of policies, compliance rules, regulations, directives and guidelines in administering the Act.

PDCD is also responsible for the coordination of both domestic and international relationships by building global and domestic cooperation with national agencies and international counterparts such as the Asia Pacific Group (APG) on money laundering and the Financial Action Taskforce (FATF).

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

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

The job-holder:

- helps the FASU meet its responsibilities effectively and efficiently;
- has primary responsibility for FASU's policy development and coordination, functions and duties;
- promotes PNG's compliance with international AML/CTF standards and obligations;
- establishes and maintains appropriate legal, administrative and security protocols;
- ensures, at all times, protection and non-disclosure of FASU's classified and confidential information;
- aligns AML/CTF laws with national priority objectives;
- works closely with FASU's key stakeholders such as the NCC, FIs, DNFBPs and APG;
- undertakes media representation and public outreach
- help manage and develop resources and organisational capacity;
- works effectively as part of the FASU team reporting to the Manager PDCD;
- delivers key results and demonstrates the competencies set out in this job description;
- has technical and professional qualifications, skills and knowledge appropriate to the job.

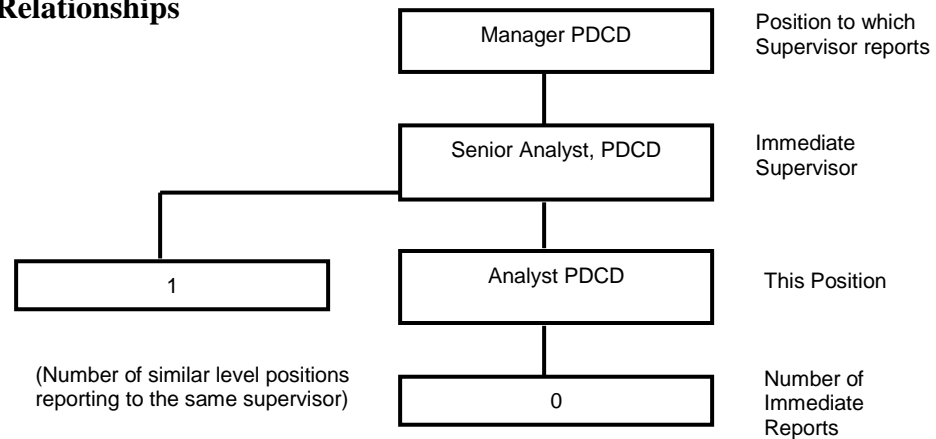
#### **5. Qualifications/Experience/Skills**

The Analyst will have:

- **Education:** Bachelor's Degree in Banking / Finance, Accounting, Business Management, Law, Information Technology or other related fields;
- **Experience:** Four plus years' relevant work experience preferably in the finance / banking / superannuation or life insurance industry/securities and 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



Refer also to the full Organisation Chart

## 7. Working Relationships

The Analyst will:

- be directly accountable to the Senior Analyst or Manager PDCD;
- be establishing a good working relationship with other colleagues within the PDCD as well as other FASU staff;
- liaise and work closely with the Manager PDCD, 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, APG, law enforcement and prosecution authorities, and other appropriate agencies.

## 8. Authorities and Delegations

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

Key Activities include:

- No financial authority

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

### Key Activities include:

- No staffing authority

## **8.3 Policies and Procedures: (Authority to vary policy, recommend change ...)**

### Key Activity include:

- Assist the Manager PDCD 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, PDCD will perform in this role.

### **9.1 Primary Functional Responsibilities**

#### Key Activities include:

- Assist in developing policies, compliance rules, directives, and guidelines for the reporting entities to comply and adhere to meeting international standards and best practices;
- Assist in developing, and reviewing, policies and procedures for ensuring that the FASU and the Bank complies with the international AML/CTF obligations;
- Represent/deal with the BPNG/FASU in all policy development and legal matters including legal or legislative reviews;
- Ensuring that institutions that operate within the regulatory framework of FASU are registered with FASU;
- Ensuring coordination with international and domestic partner agencies on AML/CTF matters;
- Provide secretariat role on the development of AML/CTF policies formulation and implementation by the National Coordinating Committee (NCC) on AML/CTF member agencies;
- Providing secretariat role to the NCC on AML/CTF and its Technical Working Group (TWG) meetings quarterly.
- Assessing and making recommendations to the Director FASU and the Governor, with regard to the fit and proper persons' requirements of reporting entities and persons in key positions;
- Production of annual reports, operational reports, quarterly board papers and other reports required by the Director FASU and the Governor and the Bank of PNG;

- Assist in leading initiatives and coordinate with the APG on PNG’s Mutual Evaluation (ME) against the FATF standards;
- Assist in leading awareness and education initiatives as well as training for reporting entities, NCC member agencies and general public.

## **9.2 Contributory Functional Responsibilities**

### Key Activities include;

- facilitate the detection and prevention of money laundering, financing of terrorism, and other serious criminal activities and 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 policy development and coordination;
- 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;

## **9.3 Technical Knowledge**

### Key Activities include;

- 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 include;

- 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
- able to work in a team environment

## **9.5 Analysis**

### Key Activities include;

- 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 include;

- 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 include;

- 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
- performs with utmost confidentiality

## **9.8 Judgment**

### Key Activities include;

- 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
- uses considerable degree of independent judgement and initiative
- uses increased working experience as reference in making recommendations

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

### Key Activities include;

- communicates ideas effectively to a range of individuals and audiences
- communicates from the receiver’s perspective and facilitates their understanding
- establishes the benefits of the information or recommendation to other parties

- 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 include:

- Contribute to the development of the FASU's strategies and objectives and help monitor their achievement;
- Participate in collective advise and decision making of FASU and the Banks operational plans and resource allocations
- Ensure compliance with all legal, statutory and organisational policy requirements

### **9.11 Ensure the development of the AML/CTF PDCD capability**

Key Activities include:

- Participate in appropriate induction training including the vision, mission and strategies of the 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 Manager PDCD, Deputy Director FASU, Director FASU and HRD staff training and development plans that can be met within Budget

### **9.12 Assist the Manager PDCD in Budget Development**

Key Activity 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.

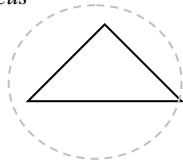


## 10. Requisite Competencies of the Role

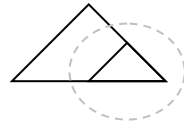
### Core Competencies Matrix

Director FASU / Deputy Director FASU	Division Mgr	FASU/Bank officer
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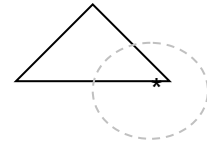
Primary focus



Whole organisation

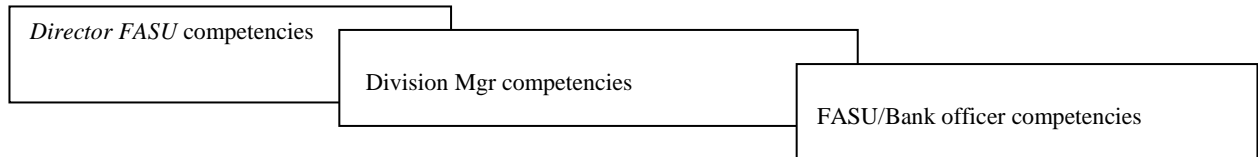


The team or workgroup



Individual role

#### Overlap



### Core Competencies

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: - structure</p>	<p><input type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its: - work flow design</p>	<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>- systems &amp; processes</li> <li>- values</li> <li>- leadership focus</li> <li>- strategic projects</li> </ul>	<ul style="list-style-type: none"> <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>	<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>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Determines and confirms delegations and authority levels</li> <li><input type="checkbox"/> Makes organisation-wide decisions on policy and procedure</li> <li><input type="checkbox"/> Takes accountability for strategic decisions</li> <li><input type="checkbox"/> Timely and considered processing of requests and tasks to the overall benefit of BPNG</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Acts within delegations</li> <li><input type="checkbox"/> Seeks consensus yet leads where necessary</li> <li><input type="checkbox"/> Interprets policy for staff in work group</li> <li><input type="checkbox"/> Takes accountability for work group decisions</li> <li><input type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Follows directions</li> <li><input checked="" type="checkbox"/> Works co-operatively</li> <li><input checked="" type="checkbox"/> Complies with the organisation's policies and procedures</li> <li><input checked="" type="checkbox"/> Takes accountability for individual task decisions</li> <li><input checked="" type="checkbox"/> Timely processing of requests and tasks</li> </ul>
<b>Leadership</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Creates a cultural environment that fosters growth, development &amp; innovation</li> <li><input type="checkbox"/> Fosters organisation-wide co-operation and relationship effectiveness</li> <li><input type="checkbox"/> Sets an example to the whole organisation</li> <li><input type="checkbox"/> Takes accountability for the organisation's impact and behaviours</li> <li><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Creates a work group environment that fosters growth, development &amp; innovation</li> <li><input type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group</li> <li><input type="checkbox"/> Sets an example to the work group</li> <li><input type="checkbox"/> Takes accountability for the work group's impact and behaviour</li> <li><input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrates initiative in supporting growth, development &amp; innovation within the work group</li> <li><input checked="" type="checkbox"/> Contributes to team effectiveness</li> <li><input checked="" type="checkbox"/> Sets an example to work colleagues</li> <li><input checked="" type="checkbox"/> Takes accountability for individual impact on self and others of personal behaviour</li> <li><input checked="" type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position</li> </ul>

<b>Performance Management</b>		
<input type="checkbox"/> Promotes and facilitates ‘team effectiveness’ within and between work groups within the organisation. <input type="checkbox"/> Provides clear expectations and structure for effective operations management and project management within the organisation <input type="checkbox"/> Fosters and mentors people with leadership potential <input type="checkbox"/> Monitors and measures key operational systems and strategic projects to improve own and organisational performance <input type="checkbox"/> Establishes and maintains controls for the organisation’s resources <input type="checkbox"/> Participates in the organisation’s mandated performance management processes	<input type="checkbox"/> Facilitates team effectiveness within the work group <input type="checkbox"/> Provides clear expectations and structure for teamwork and individual work <input type="checkbox"/> Establishes and maintains controls for work group’s resources <input type="checkbox"/> Monitors and measures team processes and projects to improve own and team performance <input type="checkbox"/> Participates in the organisation’s mandated performance management processes	<input checked="" type="checkbox"/> Contributes to team effectiveness <input checked="" type="checkbox"/> Seeks clarity of expectation and structure for making an effective individual contribution <input checked="" type="checkbox"/> Participates in the organisation’s mandate performance management processes
<b>Relationship management</b>		
<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) <input type="checkbox"/> Establishes and maintains effective relationships with key <i>internal</i> stakeholders (e.g. peers, employee groups) <input type="checkbox"/> Is sensitive to and	<input type="checkbox"/> Establishes and maintains effective relationships with the work group’s internal and external customers and suppliers <input type="checkbox"/> Establishes and maintains effective working relationships with peers and people in other work groups <input type="checkbox"/> Is sensitive to and responsive to the current and	<input checked="" type="checkbox"/> Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position’s effective functioning <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

responsive to the current and possible future needs of internal and external stakeholders	possible future needs of internal and external customers and suppliers	impacted by the position's effective functioning).
<b>Customer focus</b>		
<input type="checkbox"/> Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed <input type="checkbox"/> Monitors, measures, and continually improves the organisation's customer focus <input type="checkbox"/> Seeks regular feedback from key customers of the organisation about their perceptions	<input type="checkbox"/> Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed <input type="checkbox"/> Monitors, measures, and continually improves the work group's customer focus <input type="checkbox"/> Seeks regular feedback from key customers of the work group about their perceptions	<input checked="" type="checkbox"/> Establishes and maintains a customer focussed orientation in the performance of day-to-day work <input checked="" type="checkbox"/> Monitors, measures, and continually improves the own customer focus <input checked="" type="checkbox"/> Seeks regular feedback from customers of the position about their perceptions
<b>Technical Proficiency</b>		
<input type="checkbox"/> 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	<input type="checkbox"/> Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers	<input checked="" type="checkbox"/> Focussed specialist and task skills to enable proficient delivery of the technical work required by the position

## 11. Organisational structure of AML/CTF PDCD

