

BANK OF PAPUA NEW GUINEA (BPNG)
POSITION DESCRIPTION
ANALYST, ANTI-MONEY LAUNDERING AND COUNTER TERRORIST
FINANCING (AML/CTF)
SUPERVISION AND COMPLIANCE DIVISION (SCD)
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 advise;
- foreign exchange regulations and control;
- banking advise 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 Supervision and Compliance Division (AML/CTF SCD) has **primary** responsibility as directed by the *Director, FASU* for the supervision and compliance purposes and allocated by the Manager, AML/CTF SCD.

The AML/CTF SCD undertakes its role by supervising and enforcing compliance within the banking, financial services, saving and loans, superannuation and life insurance sectors of the financial services industry, securities, general insurance, DNFBPs and for coordinating with

other regulatory authorities for the purpose of supervising FIs and DNFBPs in enforcing compliance with the obligations under the Act and any of the relevant Acts or Compliance Rules.

4. Role of the Analyst AML/CTF SCD

The primary role of the Analyst SCD 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 SCD for the responsibilities detailed below.

The job-holder:

- helps the FASU meet its responsibilities effectively and efficiently;
- has primary responsibility for monitoring and enforcing compliance with the Act by supervising FIs and DNFBPs;
- ensures that the AML/CTF Program or AML/CTF policies and procedures is consistently applied throughout the FIs and DNFBPs;
- promotes an AML/CTF compliance culture by way of awareness and training;
- works closely with others in FASU to develop, review, test, refine and apply policies and procedures for ensuring that the FASU and the Bank complies with the international AML/CTF obligations;
- maintains positive working relations with regulatory agencies and counterpart FIUs to promote safety and integrity of the PNG financial system, the Asia-Pacific region and the world;
- works effectively as part of the FASU team reporting to the Senior Analyst SCD;
- 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

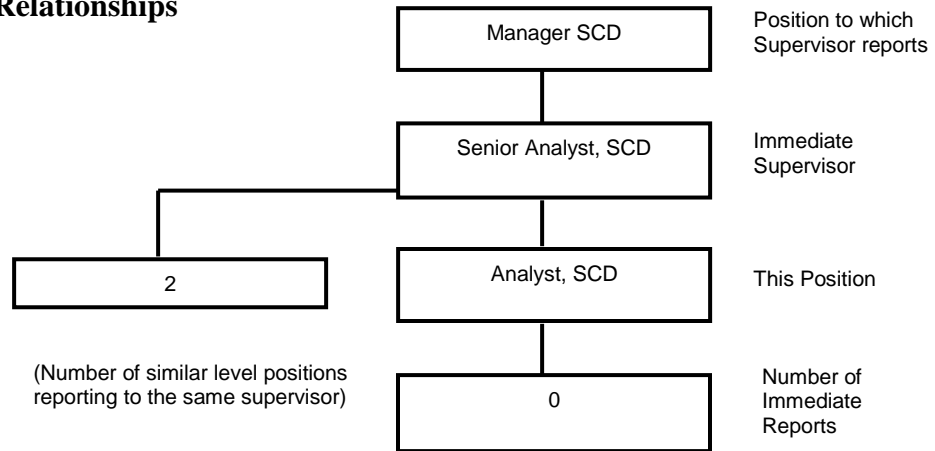
5. Qualifications/Experience/Skills

The Analyst will have:

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

- **Professional/Technical Skills/Attributes:** A working knowledge of the banking, finance and savings and loans, superannuation or life insurance , securities, general insurance industries 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 accountable to the Senior Analyst or Manager SCD;
- be establishing a good working relationship with other colleagues within the SCD as well as other FASU staff;
- liaise and work closely with the Manager SCD, 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, SCD 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 ensuring that the AML/CTF policies and procedures of the FIs and DNFBPs are applied
- assist in carrying out enforcement actions on breaches of AML/CTF related issues
- assist in ensuring that there is appropriate liaison with FASU with regard to AML/CTF
- assist in assessing and making recommendations to the Manager SCD with regard to AML/CTF
- assist in onsite and offsite supervision of all regulated entities captured within the Act in according with the Act and other relevant AML/CTF laws and regulations
- form alliance with peer regulators to undertake onsite supervision within their respective entities in accordance to their work plan
- assist in conducting training and awareness on AML/CTF externally to FIs, DNFBPs, National Coordinating Committee agencies and the general public and internally to staff in FASU and BPNG.
- assist in ensuring that breaches of the AML/CTF obligations which have been referred to FASU are pursued through to conclusion

9.2 Contributory Functional Responsibilities

Key Activities includes;

- facilitate the detection and prevention of money laundering, financing of terrorism, and other serious criminal activities during onsite and offsite supervision and compliance;
- assist in providing appropriate information to help develop and communicate the FASU's and the Bank's policies, views and operations on supervision and compliance;
- 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;
- maintain up-to-date policy, compliance, coordination and training registers.

9.3 Technical Knowledge

Key Activities includes;

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

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
- able to work in a team environment

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
- performs role with utmost confidentiality.

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
- 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 includes;

- 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 external stakeholders

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 SCD 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 SCD 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

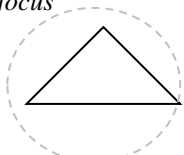
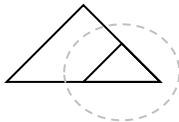
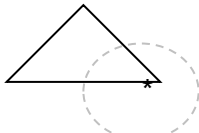
9.13 Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activity Include;

- Demonstrates behaviours consistent with the Bank’s values.

10. Requisite Competencies of the Role

Core Competencies Matrix

Director FASU/Deputy Director	Division Mgr	FASU/Bank officer
<i>Primary focus</i> 		

Overlap

Director FASU competencies

Division Mgr competencies

FASU/Bank officer competencies

Core Competencies

Director FASU/ Deputy Director	Division Mgr	FASU/Bank officer
Planning		
<input type="checkbox"/> Participates in the development of the <i>organisation's</i> strategic planning <input type="checkbox"/> Develops 8 quarter Department plan and budget <input type="checkbox"/> Benchmarks the Bank against best practise for the industry <input type="checkbox"/> Establishes a plan to develop and maintain a broad awareness of industry and market place trends	<input type="checkbox"/> Develops and reviews the <i>work group's</i> operational and project plans <input type="checkbox"/> Establishes plans to develop core competencies within the work group <input type="checkbox"/> Plans and schedules staff work	<input type="checkbox"/> Develops <i>individual</i> task plans in support of work group and project plans <input checked="" type="checkbox"/> Develops individual development plan to support core values, core competencies and the organisation's policy <input checked="" type="checkbox"/> Develops plan to up-date and maintain specialist competencies
Organizing		
<input type="checkbox"/> Aligns the organisation with its strategic positioning through its: - structure - systems & processes - values - leadership focus - strategic projects	<input type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its: - work flow design - position descriptions - team & individual behaviours (in support of corporate values) - work priorities of the group - the application of project management practises	<input checked="" type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her: - task priorities - personal behaviours - support of team members - the application of basic project management practises
Decision-making		
<input type="checkbox"/> Determines and confirms delegations and authority levels <input type="checkbox"/> Makes organisation-wide decisions on policy and procedure <input type="checkbox"/> Takes accountability for strategic decisions	<input type="checkbox"/> Acts within delegations <input type="checkbox"/> Seeks consensus yet leads where necessary <input type="checkbox"/> Interprets policy for staff in work group <input type="checkbox"/> Takes accountability for work group decisions	<input checked="" type="checkbox"/> Follows directions <input checked="" type="checkbox"/> Works co-operatively <input checked="" type="checkbox"/> Complies with the organisation's policies and procedures <input checked="" type="checkbox"/> Takes accountability for individual task decisions

<input type="checkbox"/> Timely and considered processing of requests and tasks to the overall benefit of BPNG	<input type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit	<input checked="" type="checkbox"/> Timely processing of requests and tasks
Leadership		
<input type="checkbox"/> Creates a cultural environment that fosters growth, development & innovation <input type="checkbox"/> Fosters organisation-wide co-operation and relationship effectiveness <input type="checkbox"/> Sets an example to the whole organisation <input type="checkbox"/> Takes accountability for the organisation's impact and behaviours <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position	<input type="checkbox"/> Creates a work group environment that fosters growth, development & innovation <input type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group <input type="checkbox"/> Sets an example to the work group <input type="checkbox"/> Takes accountability for the work group's impact and behaviour <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position	<input type="checkbox"/> Demonstrates initiative in supporting growth, development & innovation within the work group <input checked="" type="checkbox"/> Contributes to team effectiveness <input checked="" type="checkbox"/> Sets an example to work colleagues <input checked="" type="checkbox"/> Takes accountability for individual impact on self and others of personal behaviour <input checked="" type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position
Performance Management		
<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
Relationship management		
<input type="checkbox"/> Establishes and maintains effective relationships with key stakeholders <i>external</i> to the organisation (e.g. government,	<input type="checkbox"/> Establishes and maintains effective relationships with the work group's internal and external customers and suppliers	<input checked="" type="checkbox"/> Establishes and maintains effective relationships with peers, customers and suppliers who are

<p>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 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>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>
Customer focus		
<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 continually improves the organisation’s customer focus</p> <p><input type="checkbox"/> Seeks regular feedback from key customers of the organisation about their perceptions</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 group’s customer focus</p> <p><input type="checkbox"/> Seeks regular feedback from key customers of the work group about their perceptions</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 customer focus</p> <p><input checked="" type="checkbox"/> Seeks regular feedback from customers of the position about their perceptions</p>
Technical Proficiency		
<p><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</p>	<p><input type="checkbox"/> Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers</p>	<p><input checked="" type="checkbox"/> Focussed specialist and task skills to enable proficient delivery of the technical work required by the position</p>

11. Organisational structure for AML/CTF SCD

