



EASTERN AND SOUTHERN AFRICA ANTI-MONEY LAUNDERING GROUP

VACANCY

REF:	ESAAMLG/1/2022
POST TITLE:	Executive Secretary
DUTY STATION:	Dar es Salaam, United Republic of Tanzania
DURATION:	3 years renewable subject to satisfactory performance
REPORTING TO:	President of the Council of Ministers ESAAMLG Secretariat
SALARY:	An attractive remuneration package commensurate with qualifications and experience.

Background

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) is a Financial Action Task Force (FATF) Style Regional Body (FSRB) which was established in 1999 and currently consist of 19 member countries. Its main objective is to promote and assess effective implementation of Anti-Money Laundering and Combating the Financing of Terrorism and Proliferation Financing (AML/CFT/PF) Standards issued by the FATF. This includes providing technical support to officials from member countries for the development and implementation of legal, regulatory and operational measures for combatting money laundering, terrorist financing and the financing of proliferation, and other related crimes.

Objectives of the Post

In order to achieve the ESAAMLG's objectives effectively and efficiently with strategic leadership and management, an opportunity has arisen, following the retirement of the current Executive Secretary immediately after the Council of Ministers' meeting in August 2022, to engage a qualified person from its member countries to fill the position of Executive Secretary tenable at its offices in Dar es Salaam, Tanzania. The job-holder manages and coordinates the ESAAMLG Work Programme, working closely with the Chairman of the Task Force of Senior Officials and the Steering Committee, and reports to the ESAAMLG Council of Ministers as its Governing Body.

Main Duties and Responsibilities

1. Providing Strategic Leadership and Direction of ESAAMLG

- Providing strategic direction and leadership to the work of ESAAMLG Secretariat, including Mutual Evaluations, capacity building of officials from member countries, research on money laundering and terrorist financing schemes, etc.
- Developing and implementing strategies to raise and strengthen the profile of the ESAAMLG as a regional leader on AML/CTF/CPF in accordance with its mandate.
- Maintaining high level contacts and strengthening collaboration with relevant stakeholders such as the Financial Action Task Force, other FATF-Style Regional Bodies, Cooperating and Supporting Nations and Organisations and representing the ESAAMLG in meetings and other forums.
- Advising the Council of Ministers and Task Force of Senior Officials on developments in the global AML/CFT/PF arena and being responsible for delivering the ESAAMLG Work Programme.
- Developing cordial and effective relationships with Heads of Delegation to ensure that the Organisation serves the interests of all member countries.
- Overseeing and ensuring successful delivery of ESAAMLG Working Groups, Task Force of Senior Officials and Council of Ministers' meetings and other high profile events such as the Public and Private Sector Dialogue.
- Leading the growth of the Organisation's capacity including operations, human and financial resources.

2. Implementing the ESAAMLG Strategic Plans and Work Programmes

- In consultation with the Council of Ministers, Task Force of Senior Officials and Steering Committee, coordinating the development and implementation of ESAAMLG Strategic Plans and Annual Work Programmes.
- Presenting reports on the implementation of the Strategic Plans and Annual Work Programmes to the Council of Ministers and Task Force of Senior Officials.

- 3. Implementing Mutual Evaluations Programmes for Member Countries**
 - Overseeing the preparation of the Mutual Evaluation Schedule in consultation with Council of Ministers and Task Force of Senior Officials.
 - Coordinating and managing AML/CFT assessments of member countries and the effective implementation of recommendations made in Mutual Evaluation Reports on development of effective implementation strategies.

- 4. Coordinating AML/CFT Capacity Building for Member Countries**
 - Co-ordinating, managing and participating in the Technical Assistance and Training Support to build capacity of member countries so that they can effectively implement AML/CFT/PF requirements.
 - Coordinating the provision of assistance to ESAAMLG member countries on drafting/amendment of AML/CFT/PF laws and on any other AML/CFT/PF implementation issues.
 - Providing technical support to member countries under the FATF ICRG monitoring to ensure that they exit the process in a timely manner.
 - Co-ordinating the development of the ESAAMLG Secretariat's specialist capacity in assisting member countries to combat ML/TF/PF.

- 5. Implementing Effective Human Resources Management**
 - Building and leading a cohesive, multi-cultural and multi-disciplinary team of Experts, promoting diversity through selection, effective performance management and professional development of staff.
 - Developing and overseeing implementation of sound human resources policies and procedures which provide assurance that suitably qualified staff are recruited and retained.
 - Establishing and maintaining a work environment free from discrimination, and oversee, direct and supervise all Secretariat staff to ensure adherence to the highest professional standards and ethical principles.
 - Overseeing all aspects of human resources management including but not limited to hiring and termination of service, staff promotion, staff retention and ensure across-the-board capacity building so that all staff have appropriate skills to perform their duties.

6. Implementing Sound Financial Resources Management

- Overseeing implementation of sound and internationally accepted financial policies and procedures to ensure that ESAAMLG financial resources are utilised and accounted for in a transparent manner.
- Leading and overseeing all accounting functions of ESAAMLG including budgeting, financial management and auditing in accordance with generally accepted accounting principles. Preparing three years' budget frameworks and annual budgets and overseeing the delivery of the approved budget.
- Leading the mobilization of Extra-Budgetary resources for the implementation of the approved Work Programme and account to the contributors of extra-budgetary resources the expenditure of the funds provided.

QUALIFICATIONS AND EXPERIENCE

This is a highly demanding and challenging post and therefore applicants must possess the following:

- At least an advanced University Degree in Finance, Law or another relevant discipline.
- Strong knowledge of the FATF Standards and reasonable knowledge of AML/CFT/PP performance and institutional settings across ESAAMLG member countries and other non- ESAAMLG countries.
- Minimum 10 years' post-qualification experience at a senior level in dealing with policy and technical issues in a national administration or international organization.
- Proven senior management skills, ability to manage resources, set and deliver on priorities, evaluate the financial impact of decisions, develop strategies to address financial resources issues, motivate and manage several teams and staff across a performing multi-disciplinary and multi-national organization.
- A proven record of good diplomatic and negotiating skills at a senior level and within a political decision-making environment. A proven record of negotiating and managing a programme of work and budget within a diverse international organization would be an advantage.
- Strong communication and presentation skills and ability to interact confidentially with various audiences, including the media. Ability to build support across member and partner countries and organizations.
- Excellent analytical skills and ability to work in a multi-disciplinary and multicultural environment.

Language

Fluency in English which is the official working language of ESAAMLG.

Core Competencies

The following competencies would be particularly important: Managing resources, achievement focus, analytical and strategic thinking, client focus, diplomatic sensitivity, organizational knowledge and alignment and strategic networking.

Eligibility of Applicants

Open to citizens from the ESAAMLG member countries. ESAAMLG is an equal opportunity employer and welcomes all eligible applicants irrespective of their ethnic origin or gender.

Mode of application

Interested persons should submit their application letters which should include copies of relevant certificates and curriculum vitae, by 15th February 2022, to:

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