



FINANCIAL CRIMES COMMISSION

JOB POSITION

LEGAL RESEARCH OFFICER

JOB GRADE: FCC 6

1) PURPOSE OF THE JOB

To assist the Chief Legal Adviser and the Director-General in achieving the vision and mission of the Commission.

2) LEVEL OF RESPONSIBILITY

Undertakes duties and responsibilities as per his Job Description and as per the instructions of the Supervisory Head or the Chief Legal Adviser.

3) REPORTING LINE: The Chief Legal Adviser through the Supervisory Head.

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- LLB holders with at least a second-class degree.
- A minimum of one year's experience in conducting legal research, preferably in Constitutional, civil, financial or criminal law, will be an advantage.

5) DESIRABLE SKILLS & ABILITIES

- ❖ Good research and analytical skills
- ❖ Proficiency in legal research databases and tools
- ❖ Strong writing and summarization abilities
- ❖ Knowledge of financial crime and asset recovery laws and regulations
- ❖ Attention to detail and ability to work independently
- ❖ Strong ethical standards
- ❖ High level of integrity, responsibility, confidentiality and discretion
- ❖ High level of professionalism
- ❖ Communications: Excellent oral and writing skills, interpersonal skills, ability to prepare report and communicate effectively.
- ❖ Be a team player
- ❖ Ability to work under pressure, during late hours and meet deadlines.
- ❖ Experience in working multi-disciplinary teams across different units.

6) KEY RESPONSIBILITIES

- ❖ Carry out the duties and responsibilities of a Legal Research Officer in line with the FCC Act of 2023
- ❖ Assist in preparing legal memoranda, briefs, and reports on complex legal issues
- ❖ Understand court decisions and legislative changes relevant to FCC's work
- ❖ Assist in developing legal strategies for complex cases
- ❖ Provide research support to attorneys and legal advisers
- ❖ Maintain and update the division's legal resources and databases
- ❖ Contribute to the development of legal policies and guidelines
- ❖ Assist in preparing training materials on legal aspects of financial crimes

- ❖ Provide timely in-depth research while keeping abreast with the latest development in the legal field.
- ❖ Work under supervision of the Chief Legal Adviser or such other officers of the legal division as may be designated.
- ❖ Give administrative and research support to officers of the legal division as may be directed, with a view to promptly disposing of cases due for decision.
- ❖ Conduct and update legal research on core issues raised in the course of court proceedings or investigation as identified by officers of the division.
- ❖ Organize factual and legal materials following any research and arrange presentation of the matter in a structured and coherent manner.
- ❖ Attend court hearings and ensure authenticity of transcripts of cases assigned to him.
- ❖ Assist in the setting up of a network of electronic legal libraries and undertake research and retrieve such specified information, as may be required.
- ❖ Assist to maintain and administer the Legal Library.
- ❖ Assist in the drafting of rules and legal opinions.
- ❖ Undertake research for the compilation of legislations, jurisprudence and other materials for the purpose of publication and dissemination of the law.
- ❖ Assist in the preparation of leaflets, pamphlets and other publications on specific laws or legal issues. To use ICT in the performance of his duties.
- ❖ Map evolving typologies in financial crimes and legislative gaps for senior legal teams.
- ❖ Support the creation of FCC's national knowledge repository on financial crime jurisprudence.
- ❖ Maintain database of precedent-setting local and international court rulings related to unexplained wealth, corruption, and asset seizures.
- ❖ Perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Legal Research Officer in the roles ascribed to him.

7) WORKING CONDITIONS

The incumbent will be expected to work outside normal office hours including weekends and public holidays.

The duties mentioned above are not exhaustive. The FCC reserves the right to require the incumbent to perform any other duties of equivalent level to those specified.

8) TERMS AND REMUNERATION

The post of Legal Research Officer is on the permanent and pensionable establishment of the FCC. The terms and conditions of employment of the FCC, relevant to the grade of Legal Research Officer shall be applicable.

Salary scale: Rs 43,301 X 1,120 + 45,541 X 1,344 + 54,949 X 1,792 + 72,869 X 2,240 + 86,309

