



FINANCIAL CRIMES COMMISSION

**JOB POSITION
CHIEF OFFICER - ASSET RECOVERY
UNIT**

JOB GRADE: FCC L8

1) PURPOSE OF THE JOB

To assist the Head of Asset Recovery Unit and/or the Director of ARMD in achieving the objectives of the Asset Recovery Unit.

2) LEVEL OF RESPONSIBILITY

Undertakes duties and responsibilities as per his/her Job Description and as per the instructions of the Supervisory Head or Director

3) REPORTING LINE: The Head of Unit and The Director ARMD or such other person as may be designated.

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- A. A Bachelor's degree in Finance/ Accounting/ Banking/ Economics or an equivalent qualification with at least seven (7) year's post qualification experience in complex financial analysis, intelligence gathering, and asset tracing to identify and track illicit acquired assets. Leadership capabilities in managing investigations and a thorough understanding of Asset Recovery.
- B. Professional in accounting certification (e.g., CPA, ACCA), financial crime investigation or compliance will be an advantage.
- C. In-depth knowledge of national and international asset recovery laws and procedures

5) DESIRABLE SKILLS & ABILITIES

- ❖ Strong leadership and team management skills
- ❖ Strategic thinking and decision-making abilities
- ❖ Comprehensive understanding of financial crime patterns and asset tracing techniques
- ❖ Knowledge of international asset recovery frameworks and best practices
- ❖ Excellent analytical and problem-solving abilities
- ❖ Capacity to handle complex financial data and legal information
- ❖ Flexibility to respond to evolving financial crime trends
- ❖ Ability to represent the FCC at high-level international forums
- ❖ Experience in managing complex international projects and initiatives
- ❖ Analytical and decision-making skills
- ❖ Negotiation skills
- ❖ Ability to manage high-profile and complex cases
- ❖ Leadership and planning abilities
- ❖ Ability to work under pressure, late hours and manage complex, high-profile cases
- ❖ High level of integrity, responsibility, confidentiality and discretion
- ❖ Professionalism
- ❖ Communications: Excellent Cross-cultural oral and writing skills, interpersonal skills, ability to prepare reports, and communicate effectively.
- ❖ Managing Performance
- ❖ Public relations and interpersonal skills.
- ❖ Proficiency in IT

6) KEY RESPONSIBILITIES

- ❖ Assist the HOU in Developing and implementing strategies for effective asset recovery and management related to financial crimes.
- ❖ Oversee investigations into asset recovery cases, ensuring thorough and lawful procedures are followed.
- ❖ Ensure proper management and disposal of recovered assets in accordance with legal requirements.
- ❖ Collaborate with national and international partners to facilitate cross-border asset recovery efforts.
- ❖ Develop and implement training programs for ARMD staff to enhance their skills and knowledge.
- ❖ Assist the HOU in Preparing regular reports on the division's activities, achievements, and challenges for the FCC leadership and relevant stakeholders.
- ❖ Ensure compliance with all relevant laws and regulations in asset recovery and management operations.
- ❖ Represent the FCC in national and international forums related to asset recovery and management.
- ❖ Assist the HOU in Preparing regular reports on international cooperation activities and their impact on the FCC's overall mission.
- ❖ Mandate collaboration with cyber and IT units for tracing assets via digital tools.
- ❖ Represent FCC at FATF-related events or asset recovery forums.
- ❖ Perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Chief Officer ARU in the roles ascribed to him/her.

7) WORKING CONDITIONS

The Chief Officer 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 CONDITIONS OF EMPLOYMENT

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

Salary Scale: Rs 93,050 X 2,300 + 109,150 X 3,200 + 125,150 X 4,200 + 146,150 X 4,500 + 173,150 X 5,200 + 183,550