FINANCIAL CRIMES COMMISSION

JOB POSITION

OFFICER INTELLIGENCE UNIT

(Asset Recovery and Management Division)

JOB GRADE: FCC L5

1) PURPOSE OF THE JOB

To support the Director of the Asset Recovery and management Division and the Director-General in fulfilling the FCC's mandate through gathering, analysing, and disseminating actionable intelligence to support financial crimes investigations, recovery and management of Assets.

2) LEVEL OF RESPONSIBILITY

Undertakes duties and responsibilities as per his/her Job Description and as per the instructions of the Director, Asset Recovery and management Division and Director General.

3) REPORTING LINE:

- **Primary**: Supervisory Officer (Director ARMD (Intelligence), Senior Officer (Intelligence)
- **Secondary (as and when required)**: Director-General

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

A. A Bachelor's Degree in Law, Accountancy, Banking, Finance, Audit, Criminology, Digital Forensic, Statistics/Data Science, Forensic Accounting, Forensic Science, Computer Science, Digital Forensic, Financial Mathematics, or Mathematics with Finance, Blockchain; Intelligence Studies, Criminal Justice, Security Studies, Police Studies or other related field from a recognized institution.

B. Minimum of **2 years experience** in financial crime investigation, anti-corruption, law enforcement, forensic accounting, intelligence gathering, crime mapping, conducting Open-Source Intelligence (OSINT) auditing, banking, financial analysis, risk management, fraud examination, investigation or prosecution of criminal, financial, or economic crimes or any other relevant qualification;

C. Professional certifications such as Certified Fraud Examiner (CFE), Certified Anti-Money Laundering Specialist (CAMS), or equivalent will be an advantage.

5) DESIRABLE SKILLS & ABILITIES

- Capacity to develop and monitor a network of informers.
- Managing sources.
- Strong analytical and investigative skills, including financial and digital forensics.
- Proficient in the use of IT tools, case management systems, and financial analysis software.
- In-depth knowledge of financial crime patterns, money laundering techniques, and relevant legislation.
- The use of Special Investigative Techniques under Section 66 of the FCC Act.
- Ability to work under pressure, meet deadlines, and manage competing priorities.
- High level of integrity, professionalism, and ethical conduct.

- ❖ Effective oral and written communication skills, including report writing and presentation.
- ❖ Ability to work independently and collaboratively in multi-disciplinary teams.
- ❖ Ability to identify the possible use of 'Prete-nom' or properties where the possessors are not the real owners.

6) KEY RESPONSIBILITIES AND DUTIES

- ❖ The **Intelligence Officer** shall:
- ❖ Assist the Chief and Senior Intelligence Officers in the following:
    - Ensure timely and accurate intelligence support to Investigation and ARMD.
    - Intelligence collection, analysis, and dissemination activities.
    - Coordinate covert surveillance, undercover operations, and informant where necessary.
    - Monitor and assess security threats.
    - Provide threat intelligence reports to enable efficient decision-making process. decision-makers and operational commanders.
    - Maintain operational secrecy and data protection protocols.
    - Maintain proper records of informers, sources and activities formed.
    - The conduct of ARMD investigations entrusted by the Commission.
    - Participate in field operations, searches, and enforcement activities as required.
    - Conduct of proactive intelligence.
    - Perform any other duties assigned by the Director of ARMD, or Director-General.

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 CONDITIONS OF EMPLOYMENT

The position of Officer Intelligence Unit is part of the permanent and pensionable establishment of the Financial Crimes Commission.

All terms and conditions of the FCC, relevant to the grade of Officer, shall be applicable.

Salary Scale: Rs 53,050 X 1,200 + 56,650 X 1,450 + 65,350 X 1,850 + 83,850 X 2,300 + 109,150