



FINANCIAL CRIMES COMMISSION

JOB POSITION

STRATEGIC OPERATIONS OFFICER

JOB GRADE: FCC L8

1) PURPOSE OF THE JOB

To assist the Director-General/Director (Investigations & Asset Recovery Management Division) in achieving the mission and vision of the Commission.

2) LEVEL OF RESPONSIBILITY

Undertakes duties and responsibilities as per his Job Description and as per the instructions of the Director-General.

3) REPORTING LINE: THE DIRECTOR-GENERAL

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- A. A Bachelor's degree** in Law, Criminology, Management or Public Administration or any other relevant qualifications with at least 7 years' experience in office administration, report writing preferably within an investigative organization.

5) DESIRABLE SKILLS & ABILITIES

- ❖ Confidentiality, organization, and the ability to manage a high workload efficiently are crucial.
- ❖ Strong communication skills: Both written and verbal communication skills are essential.
- ❖ Organizational skills: Ability to manage time and work effectively.
- ❖ Computer literacy: Proficiency in using standard software and systems.
- ❖ Ability to work under pressure: A capacity to handle demanding situations.
- ❖ Maintaining a high standard of professionalism and integrity is expected.
- ❖ The ability to identify and address issues effectively is needed.

6) KEY RESPONSIBILITIES

❖ Support and Administration:

- Provide administrative and advisory support to the Director General/ Director (Investigations & Asset Recovery Management Division), ensuring the smooth functioning of the Commission.
- Act as executive assistants, managing schedules, communications, and ensuring the flow of information.

❖ Project Management:

- Involve in managing projects, coordinating activities, and ensuring deadlines are met.

❖ **Policy and Procedure Development:**

- Assist in developing and implementing policies and procedures, ensuring compliance with regulations and best practices.

❖ **Communication and Liaison:**

- Act as a point of contact for internal and external stakeholders, facilitating communication and collaboration.

❖ **Analytical and Research Tasks:**

- Conduct research, analyze data, and provide insights to support decision - making.

❖ **Interagency Coordination:**

- Coordinate activities with other law enforcement agencies and government bodies.

❖ **Parliamentary Liaison:**

- Reply to Parliamentary Questions and manage responses on behalf of the Commission.

❖ **Ministry of Financial Services Liaison:**

- Liaise with the Ministry of Financial Services on policy matters and strategic initiatives relevant to the Commission's mandate.

❖ **Mutual Evaluations:**

- Participate in mutual evaluations and assessments conducted by international bodies to evaluate the Commission's compliance with AML/CFT standards.

❖ Perform additional duties related to the Financial Crimes Commission's objectives.

7) MISCELLANEOUS DUTIES

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

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

This Strategic Operations Officer position is on the permanent and pensionable establishment of the FCC. The terms and conditions of employment of the FCC, relevant to the Strategic Operations Officer grade, 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