FINANCIAL CRIMES COMMISSION

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JOB POSITION

HEAD OF UNIT – STRATEGY & OPERATIONS

JOB GRADE:

FCC L10

1) PURPOSE OF THE JOB

To provide senior operational and strategic support to the Director of Investigation, overseeing the day-to-day operations of all units and teams within the Investigation Division (ID), and ensuring effective coordination, supervision, and strategic direction across the Division.

The Head of Unit (HOU) – Strategy and Operations acts as the Director's senior delegate in operational matters, ensuring the Investigation Division operates with the requisite level of coordination, efficiency, and institutional effectiveness in the fight against financial crimes, money laundering, and the financing of terrorism.

2) LEVEL OF RESPONSIBILITY

Undertakes duties and responsibilities as per his/her Job Description and as per the instructions of the Director of Investigation. The HOU – Strategy and Operations exercises senior operational and strategic oversight over all units and teams within the Investigation Division, including responsibility for coordination, resource management, and institutional reporting.

3) REPORTING LINE:

- **Primary**: Director General
- **Secondary**: Director of Investigation

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

A. A Master's degree in Law, Criminology, Forensic Accounting, Finance, Public Administration, Management or a related field with at least five (5) years' experience at managerial level in financial crime investigation, law enforcement, compliance, regulatory oversight, or a related field.

Or

B. A Bachelor's degree in Law, Finance, Accounting, Forensic Accounting, Criminology, Police Studies, Management, or a related field with at least twelve (12) years' post-qualification experience in complex financial crime investigation, law enforcement, operational management, or a related field, with demonstrated leadership capabilities.

C. Professional certifications in financial crime investigation, AML/CFT compliance (e.g., CAMS, CGSS), accounting (e.g., CPA, ACCA), Certified Fraud Examiner (CFE), project management, or public administration or other similar and relevant certification would be an advantage.

D. Experience in Financial compliance and investigations and at international level would be an advantage.

5) DESIRABLE SKILLS & ABILITIES

- ❖ Thorough understanding of financial crimes such as money Laundering, frauds, corruption, etc. and other relevant domestic and international legislation governing financial crime investigation and enforcement.
- ❖ Strong operational management, strategic planning, and policy development abilities, with proven experience in coordinating complex, multi-team investigative or enforcement operations.
- ❖ Leadership and Team Management: Strong managerial and supervisory skills; sound judgment and decision-making abilities; tact and negotiating skills; and the capacity to lead multidisciplinary teams.
- ❖ Managing Performance: Ability to establish priorities, plan, coordinate, and monitor the work of others; delegate appropriate responsibility, accountability, and decision-making authority.
- ❖ Demonstrated experience in inter-agency coordination, including liaison with law enforcement agencies, supervisory authorities, and international partners.
- ❖ Experience in institutional reporting, performance monitoring, and workload management within investigative or enforcement environments.
- ❖ Strong analytical and problem-solving skills with the ability to assess complex legal and financial information.
- ❖ Excellent project management abilities, including the capacity to manage multiple high-priority workstreams simultaneously.
- ❖ Ability to work under pressure, manage sensitive matters with discretion, and meet strict deadlines.
- ❖ High level of integrity, responsibility, confidentiality, and professionalism.
- ❖ Communications: Excellent oral and written communication skills; ability to prepare high-quality reports, policy documents, and briefings, and to communicate effectively with senior stakeholders.
- ❖ Public relations and interpersonal skills, with the ability to represent the Commission at national and international forums.
- ❖ Proficiency in IT systems and tools relevant to case management, operational reporting, and investigative support.
- ❖ Familiarity with financial intelligence analysis and experience coordinating with Financial Intelligence Units (FIUs), law enforcement agencies, and prosecutorial bodies.

6) KEY RESPONSIBILITIES

(a) Operational Coordination and Management

- ❖ Oversee and coordinate the day-to-day operations of all units and teams within the Investigation Division, ensuring efficient and effective functioning across all investigative workstreams.
- ❖ Monitor case progression, workload distribution, and investigative quality, and implement measures to address bottlenecks or resource constraints.
- ❖ Facilitate inter-unit coordination and information sharing across the Investigation Division's teams, ensuring cohesive and aligned operations.
- ❖ Lead periodic operational review meetings across units within the Investigation Division, tracking progress against targets, identifying blockages, and driving resolution of outstanding operational matters.
- ❖ Ensure effective allocation and management of human resources across all teams within the Division, in coordination with the Director of Investigation.
- ❖ Oversee the Division's case management system, ensuring accurate, up-to-date recording of case data, investigative actions, and outcomes, and that all units adhere to data entry standards and protocols.
- ❖ Act as the Director's delegate in operational matters as and when required, exercising delegated authority across the Division.
- ❖ Coordinate the business continuity planning for the Investigation Division, ensuring operational resilience and the availability of contingency measures in the event of disruptions to key functions.
- ❖ Coordinate the preparation of internal operational reports, performance dashboards, and institutional submissions as directed by the Director of Investigation.
- ❖ Identify operational risks, inefficiencies, and systemic issues within the Division and advise the Director on corrective measures and improvements.
- ❖ Coordinate the scheduling and deployment of investigative resources in response to surge operational demands, complex cases, or joint operations, ensuring optimal utilisation of available capacity.
- ❖ Maintain effective relationships with other Divisions of the Commission to facilitate cross-functional coordination and resource sharing.
- ❖ Maintain an inter-unit coordination register tracking cross-unit assignments, shared resources, and collaborative investigations, ensuring clear accountability and timely completion.
- ❖ Support the onboarding, orientation, and professional development of Investigation Division staff in coordination with the Corporate Services Division.

(b) Strategic Planning and Policy Support

- ❖ Support the Director of Investigation in strategy planning, and institutional reporting, including the preparation of annual work plans, divisional strategies, and performance reports.
- ❖ Monitor and report on the Division's performance against established targets, key performance indicators, and strategic objectives.

(c) Institutional Liaison and Representation

- ❖ Represent the Investigation Division in inter-divisional meetings, working groups, and coordination forums as directed by the Director of Investigation.
- ❖ Liaise with domestic and international law enforcement agencies, supervisory authorities, and partner organisations on behalf of the Division as required.
- ❖ Support the Director of Investigation in preparing briefings, ministerial correspondence, and responses to parliamentary or institutional enquiries.
- ❖ To perform such other duties directly related to the main duties listed above or related to the delivery of the outputs and results expected from the Head of Unit – Strategy and Operations.

7) WORKING CONDITIONS

The incumbent will be expected to work outside normal office hours, including weekends and public holidays, as operational demands require. Travel for domestic and international engagements, training, and liaison purposes may be required.

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 Head of Unit – Strategy and Operations is on fixed-term contract.