**Title: Senior Officer**
**Department: Working Group & Regions**
**Reports to: Manager of Working Group & Regions**
**Type: Full-Time**

Founded in 1995, The Egmont Group is a united body of 186 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). This is especially relevant as FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing and are the trusted gateway for sharing financial information domestically and internationally in accordance with global Anti Money Laundering and Counter Financing of Terrorism (AML/CFT) standards.

The **Egmont Group Secretariat (EGS)** provides strategic, technical, and administrative support to the Head of FIU, the EC, the Working Groups, and the Regional Groups and assists in managing the content posted on the open communities within the Egmont Secure Web. The EGS is headed by the Executive Secretary. The Egmont Group Secretariat was established in July 2007 and is based in Canada.

The Senior Officer provides strategic, technical, administrative, and other support to the structure and overall activities of the Egmont Group. The Senior Officer will provide technical and strategic advice on AML/CFT matters to the Heads of FIU (HoFIU), the Egmont Committee (EC), Working Groups (WG), the Chair of the Egmont Group of FIUs (Chair), and the Executive Secretary.

**Main Accountabilities:**

- Provide strategic, planning, and research services in support of the Egmont Group of Financial Intelligence Units' mandate of improving the effective exchange of information to combat money laundering, associated predicate offenses, and terrorist financing and the global development of effective FIUs.
- Provide strategic, technical, and administrative services to include project management assistance to the Chair, ES, and EC in support of the Egmont Group's international partnership commitments, e.g., cooperation with FATF, FSRBs, World Bank and IMF.
- Provide strategic and technical project management and overall support to the Working Group (s) in furtherance of their respective mandates.
- Prepare research, position, and other technical papers for consideration by the Egmont Group.
- Provide general secretarial services and support the structures of the Egmont Group of Financial Intelligence Units to include HoFIU, WG, EC, and the Regional Groups.
- Provide support to the Chair, EC, and ES in the effective implementation of the Egmont Group's Communication Strategy.
- Provide support to the outreach of some international organizations such as IMF, WB, INTERPOL.

- Assist in the preparation of Egmont Events.
- Any related duty assigned by the direct manager.
- Perform other duties and functions as assigned by the ES.

**Qualifications**

**Education**

- Bachelor's degree in a relevant field such as law, public policy, international relations, criminology, business administration, information technology, or a related discipline. A master's degree is considered an asset.

**Experience**

- Minimum of five (5) years of progressive professional experience within a Financial Intelligence Unit (FIU), international organization, government agency, or a related program management environment.
- Experience providing strategic advice, recommendations, and briefing materials to senior management and decision-making bodies.
- Experience managing projects, coordinating activities across multiple stakeholders, and delivering results within established timelines.
- Experience planning, delivering, and supporting international meetings, conferences, workshops, or training initiatives.
- Experience building and maintaining collaborative relationships with internal and external partners and providing client-focused service.

**Knowledge**

- Sound knowledge of the international Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) framework and related global standards.
- Knowledge of FATF Recommendations, FATF Style Regional Bodies (FSRBs), and mutual evaluation processes.
- Familiarity with the mandate, structure, and activities of the Egmont Group and the global FIU community is considered an asset.
- Awareness of emerging trends, challenges, and technological developments affecting FIUs and international cooperation.

**Skills and Abilities**

- Excellent analytical, research, and problem-solving skills with the ability to synthesize complex information and develop practical recommendations.
- Strong project management and organizational abilities, including the capacity to manage multiple priorities simultaneously and meet tight deadlines.
- Excellent written, verbal, presentation, and interpersonal communication skills in English.
- Ability to work independently and collaboratively within a small, multicultural, and internationally focused team environment.

- Demonstrated ability to adapt to changing priorities and evolving organizational requirements.

**Languages**

- Superior oral and written communication skills in English are required. Knowledge of additional languages is considered an asset.

**Additional Requirements**

- Ability to work flexible hours to support a global membership across multiple time zones.
- Willingness and ability to travel internationally as required.

**What's in it for you:**

- Opportunity to remain current with AML/CTF trends, making recommendations to the EG as needed to help the organization innovate and excel.
- The EGS operates in a hybrid work environment.
- Competitive compensation package
- Annual training allowance to improve upon existing skill sets or obtain new ones.
- Opportunity to work with an experienced and thoughtful leadership team that is committed to your success
- Opportunity to work as a member of a dedicated international team.
- Exposure to the international AML/CFT environment
- Opportunity to attend FATF events and other international events every year.

*The Egmont Group is committed to the employment and pay equity within its staff. Applications are encouraged from equity groups, including individuals of Indigenous descent, racialized individuals, individuals with disabilities, and LGBTQ+ persons. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.*