



**GOVERNMENT OF SAINT LUCIA
ATTORNEY GENERAL'S CHAMBERS**

Applications are invited for the position of Clerk of the National Anti-Money Laundering Oversight Committee (NAMLOC) - with the Attorney General's Chambers. The principle responsibilities, for the position and qualification requirements are provided below.

Principle Responsibilities

The successful applicant will perform the following duties and responsibilities and will report to the Permanent Secretary and NAMLOC:

1. Collate data received from liaison between the NAMLOC and the Attorney General's Chambers and relevant stakeholders.
2. Update and maintain databases such as mailing lists, contact lists and other similar information.
3. Sorting and logging documentation by receiving or making requests for documents as need as per established procedures.
4. Retrieve information when requested, and in response to internal information inquiries in order to guide decision making.
5. Assist with maintaining integrity of files.
6. Assist with the follow up process with the various stakeholders.
7. Assist with office meetings pertaining to NAMLOC and provide general support.
8. Assist with the recording, documenting and circulation of the of all NAMLOC meetings.
9. Any other duties as may be assigned.

Knowledge and Skills

1. Knowledge of Staff Orders, Public Service Standard Operating Procedures, departmental guidelines.
2. Advanced knowledge of Microsoft Office (Word, Access, Excel, and PowerPoint).
3. Basic knowledge of relevant procedures and documents provided by the NAMLOC Secretariat.

4. Ability to communicate effectively with the public.
5. Excellent time management, problem-prevention and problem-solving skills.
6. Telephone etiquette and effectiveness of contact with the public.
7. Creativity and self-reliance in dealing with challenging situations and arriving at a satisfactory resolution.
8. Effectiveness at interaction with colleagues.
9. Excellent customer service skills and effectiveness in relating to the public in the performance of duties.
10. Demonstrate the highest level of ethical behaviour.

Qualification and Experience Requirements

- a. Diploma from Sir Arthur Lewis Community College plus three (3) years post qualifying experience.

OR

- b. Two (2) 'A' Level passes plus three (3) years post qualifying experience.

OR

- c. Five (5) CXC/GCE passes plus five (5) years post qualifying experience.

Compensation will be commensurate with qualifications and experience and will be in accordance with the terms stipulated by the Attorney General's Chambers.

Suitable qualified applicants will be acknowledged and invited for an interview.

Application with resume including the names and contact details of two referees must be submitted in a sealed envelope marked: Confidential-Application for the Position of NAMLOC Clerk -National Anti-Money Laundering Oversight Committee and must be sent to:

**The Permanent Secretary
Attorney General's Chambers
2nd Floor, Francis Compton Building
Waterfront
Castries**

OR

By email, signed and in pdf format to: ps.agchambers@agchamber.govt.lc

Deadline for receipt of applications: 28th February, 2025.