



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

Applications are invited for the position of Director 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**

1. Lead and manage assigned staff through target setting, continuous dialogue, and mentoring, coaching, assessment of staff performance, identifying training needs and gaps, and managing leave, to ensure effective performance management and promote employee wellbeing.
2. Lead the development and implementation of strategies to ensure compliance with the FATF 40 Recommendations and 11 Immediate Outcomes, and enhance the effectiveness of the national anti-money laundering framework, relevant to NAMLOC.
3. To attend all meetings of the NAMLOC.
4. Develop work plan for the NAMLOC and track progress.
5. Organize and coordinate round table discussions, conferences and workshops with policy makers/stakeholders.
6. Prepare quarterly and annual reports.
7. Coordinate the logistics of all meetings of the NAMLOC.
8. To take the lead in managing the country review process and FUR (Follow-Up Reports) and other reporting obligations to the FATF (Financial Action Task Force).
9. Oversee the updating of the Saint Lucia's National Risk Assessment.
10. Prepare annual budget, coordinate the budgetary process and prepare expenditure statements for NAMLOC.
11. Establish linkages with relevant stakeholders through collaboration and networking at the local, regional and international levels, to enable information sharing, knowledge transfer and the identification of requisite resources to fulfil the mandate of the NAMLOC.
12. Initiate and design training and learning plans for the NAMLOC in line with strategic priorities by identifying training gaps, conducting research, networking and developing

proposals to secure training opportunities and assistance, to enable continuous learning, develop capacity and to build an effective and highly motivated team.

13. Develop, coordinate and implement an annual public education campaign to raise awareness about the work of the NAMLOC and to foster public appreciation and create opportunities/avenues for broader stakeholder engagements.
14. Prepare submissions to the Cabinet of Ministers through research and analysis, dialogue and consultation with line ministries and other key stakeholders, to facilitate decision making, and enable policy development, coordination and implementation process.
15. Review submissions to the Cabinet of Ministers by verifying and analysing related documents for accuracy and relevance of recommendations and to ensure adherence to established standards.
16. Reviews and analyses official correspondence/documentation to recommend appropriate action and ensure outgoing correspondence conforms to established standards and procedures, to maintain consistency in policy advice and guidance.
17. Prepare status reports on the work plan of the NAMLOC in accordance with standard operating procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
18. Supervise the development, implementation and maintenance of accurate records in accordance with standard operating procedures, to ensure the retention and accessibility of data that serve the information needs of stakeholders, enable reporting obligations and promote accountability and transparency.
19. Represent NAMLOC at conferences and meetings at the local, regional and international levels, as may be required.
20. Performs any other job-related duties as may be assigned.

### **Knowledge and Skills**

1. Knowledge of Staff Orders, Public Service Standard Operating Procedures, departmental guidelines.
2. Advanced knowledge of, and ability to interpret and apply the AML/CFT/CPF related Laws of Saint Lucia, the FATF 40 Recommendations and 11 Immediate Outcomes and other relevant Standards, and relevant policy documents.
3. Excellent time management, problem-prevention and problem-solving skills.
4. Demonstrate the highest level of ethical behaviour.

5. Advanced analytical and conceptualization skills.
6. Expert leadership and management skills with the ability to inspire and motivate employees.
7. Expert interpersonal skills and consistently demonstrates emotional intelligence.
8. Expert oral and written communication, listening and presentation skills
9. Advanced business process management, organizational and project management skills.
10. Advanced computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, and presentation programmes.
11. Ability to exercise initiative and judgment in the execution of duties.
12. Intellectually acute, visionary and innovative.
13. Ability to adapt to organizational change.

**Qualification and Experience Requirements**

- a. Master's Degree in Law or related field in Social Science, plus three (3) years' experience in a post at least Grade 14 or middle management position; or three (3) years' relevant professional experience;

**OR**

- b. Bachelor's degree plus Post Graduate Diploma in Law or related field in Social Science, and four (4) years' experience in a post at least Grade 14 or middle management ; or four (4) years' relevant professional experience;

**OR**

- c. Bachelor's Degree in Law plus five (5) years' experience at least Grade 14 or middle management; or five (5) years relevant professional experience.

**AND**

1. Recognized certification in AML/CFT/CPF or Financial Crime Prevention.
2. Experience in the conduct of a Mutual Evaluation or National Risk Assessment would be an asset.

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 Director - 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@agchambers.govt.lc](mailto:ps.agchambers@agchambers.govt.lc)

Deadline for receipt of applications: 28<sup>th</sup> February, 2025.