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## ***Career Opportunity***

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### Junior Intelligence Analysts – Jobsplus Permit No.977/2023

The FIAU is seeking to strengthen its Intelligence Analysis Section, by recruiting Junior Intelligence Analysts to join their team. The Intelligence Analysis Section is responsible for the collection, processing, analysis and dissemination of information with a view to combating money laundering and the funding of terrorism.

#### The Role:

As a Junior Intelligence Analyst you will work closely with the intelligence analysts and administrative assistants by providing guidance and operational support by:

- Dealing with incoming and outgoing correspondence;
- Maintaining Information Management Systems;
- Updating computerised and paper based records;
- Providing operational support to Section staff, as required;
- Provide general administrative support to Section staff, as required;
- Managing documents (data entry, scanning, filing, etc);
- Collecting information for onward, timely transmission to foreign FIUs and LEAs in the case of bi-lateral requests for information as may be received by the FIAU;
- Providing administrative assistants with enough guidance, support, leadership, and direction necessary to ensure that they are able to reach their targets;
- Contributing towards the standard operating procedures and ensuring that these are adhered to;
- Drawing up of reports on an ongoing basis for onward transmission to foreign FIUs, competent and supervisory authorities;
- Representing the FIAU at local and international meetings;
- Participating in internal committees as may be required;
- Keeping abreast with current and new local and international developments on prevention of money laundering and financing of terrorism.
- To represent the Unit in proceedings, including as witness, before any court, tribunal or other adjudicating body;
- Carrying out any other job-related duties as may be assigned by the Director, Deputy Director, Head, Senior Manager and Manager, from time to time.

**Requirements:**

The chosen candidates must be either in possession of a diploma/ an equivalent qualification at (MQF level 5) in financial Services, Banking and Finance, Economics, Law, Statistics, Accounting, Auditing, Criminology, Mathematics, English, Artificial Intelligence or Computer Information Systems coupled with 2 years work experience relevant to this post, OR in possession of a certificate/ an equivalent qualification at (MQF level 4) coupled with 3 years work experience relevant to this post. The selected candidate should have knowledge of the laws that govern prevention of money laundering and financing of terrorism in Malta and the international standards and EU legislation in the area.

Furthermore, applicants should be a good communicator in both the Maltese and English Language, should be proficient in the use of Microsoft Office and office automation tools, have a pleasant personality and be of good moral character.

**We Offer:**

- A dynamic working environment
- Excellent career prospects
- An attractive remuneration package, excluding other staff benefits
- Health and Life Insurance
- Family-Friendly Measures
- Team building events

Interested persons are to send a covering letter together with a detailed CV to [careers@fiaumalta.org](mailto:careers@fiaumalta.org).

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