



REPUBLIC OF RWANDA
FINANCIAL INTELLIGENCE CENTRE (FIC)



Kigali. 05/05/2021

Ref. No. 00084/FIC/DG/1209.21/MD

Job Vacancies

Financial Intelligence Centre (FIC) wishes to recruit suitable candidates to fill the following vacant positions;

S/N	Job position	No of posts	Job description / key responsibilities	Minimum qualifications/ requirements
1	Advisor to Director General	1	a) Advise the Director General as needed; b) Provide advice and recommendations to the Director General on all matters relating to the authority and the implementation of the Anti-Money laundering and counter Terrorism financing; c) Advise the Director General in ensuring that the Departments are carrying out their functions according to plans; d) Advise the Director General in the management of finance and administration services of the Centre	Bachelor's degree in Economics, Business Administration and Development Studies, Law with three (3) years of relevant working experience or a Master's degree in Economics, Business Administration, Development Studies, Law with one (1) year of relevant working experience
2	Procurement Specialist	1	a) Collect information on tenders to be issued in a given Financial year; b) Participate in the planning and budgeting process of the Institution;	Bachelor's degree in Procurement, with three (3) years of relevant working experience , with a professional certification such as : Charter Institute of procurement and supply (CIPS), Certified International Procurement professional (CIPS) , Certified

		<p>c) Prepare the procurement plan;</p> <p>d) Submit the procurement plan to management for approval and to RPPA and then publish on the institution's website.</p> <p>e) Follow up on the timely preparation of technical specifications/ToRs and Prepare tender documents; Produce tender notices, distribute tender documents and receive them from bidders;</p> <p>f) Open and evaluate bids, prepare notification letter for bidders and recommend contract awards.</p> <p>g) negotiation; Provide information/support documents for contract drafting to the Legal affairs officer and Follow-up of contract execution and completion in collaboration with the user department;</p> <p>h) Prepare certificates of completion for suppliers and Serve as Secretary to the institution tender committee.</p> <p>i) Produce and submit timely monthly report to RPPA on procurement plan progress and Produce procurement report as required by a funding Institution or donor;</p> <p>j) Facilitate Procurement Audit and Ensure a proper and safe filling system for procurement</p>	<p>International Procurement professional (CIPP), Certified International Advance procurement professional (CIAPP) or any other recognized procurement professional or</p> <p>A Master's degree in Procurement, with one (1) year of relevant working experience , with a professional certification such as : Charter Institute of procurement and supply (CIPS), Certified International Procurement professional (CIPS), Certified International Procurement professional (CIPP), Certified International Advance procurement professional (CIAPP) or any other recognized procurement professional certification</p> <p>A holder of a Degree in Management, Accounting , Law, Public Finance, Economics or Civil Engineering with a professional certification such as : Charter Institute of procurement and supply (CIPS), Certified International Procurement professional (CIPS), Certified International Procurement professional (CIPP), Certified International Advance procurement professional (CIAPP) or any other recognized procurement professional certification with three (3) years of relevant working experience is eligible. A transition period for professional certification requirement is three (3) years starting from 1st January 2021. However, a new entrant without the required</p>
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			information;	professional certification for a given job position shall not be eligible, one (1) before the expiration of the transition period.
3	Strategic Analysis Specialist	1	<p>a) Process and analyses suspicious transactions report from reporting institutions;</p> <p>b) Collaborate with law enforcements agencies and reporting institutions and prepare responses to requests for complex financial crime analysis from LEAs;</p> <p>c) Respond to stakeholders needs such as vetting cases for other Government departments;</p> <p>d) Analyze and produce targeted reports on complex cases;</p> <p>e) Analyze information to establish linkages between people, organizations and events;</p> <p>f) Produce strategic analysis reports and regulatory reports;</p> <p>g) Produce intelligence report to help mitigate risk related to financial crime, money laundering and terrorist financing and proliferation financing.</p> <p>h) Identify ML/FT & FoP trends and techniques leading to preparation of typologies reports</p>	<p>Bachelor's Degree in Economics or Finance with at least three (3) years of relevant working experience or</p> <p>A Master's degree in Economics or Finance with one (1) year of relevant working experience</p>
4	Financial Analysis Specialist	4	<p>a) Process and analyze suspicious transactions report from reporting institutions;</p> <p>b) Collaborate with law enforcements agencies</p>	<p>Bachelor's degree in Economics, Finance , Business Administration or management with three (3) years of relevant working experience Or</p>

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			<p>and reporting persons;</p> <p>c) Analyze financial information to establish linkages between people, organizations and events;</p> <p>d) Develop, maintain and update agreements and MoUs related to STRs and CTRs.</p> <p>e) Identify ML/CFT & FoP trends and techniques leading to preparation of typologies reports.</p> <p>f) Disseminate sanitized cases to reporting institutions;</p> <p>g) Elaborate feedback to disseminate to reporting entities</p>	<p>A Master's degree in Economics, Finance , Accounting, Business Administration with one (1) year of relevant working experience</p>
5	Compliance Specialist	3	<p>a) Ensure registration of all reporting persons.</p> <p>b) Develop and update a list of reporting persons.</p> <p>c) Formulation of AML/CFT compliance procedures and guidelines for reporting persons;</p> <p>d) Conduct AML/CFT public awareness on AML/CFT &FoP;</p> <p>e) Conduct AML/CFT supervision/inspection of reporting persons using a Risk Based Approach (RBA);</p> <p>f) Conduct AML/CFT training needs assessment of the reporting persons and/or provide the training services;</p>	<p>Bachelor's degree in Law, Economics, Accounting or Finance with three (3) years of relevant working experience or</p> <p>A Master's degree in Law, Economics, Accounting or Finance with one (1) year of relevant working experience</p>

			<p>g) Ensure that reporting persons and supervisors comply with AML/CFT&FoP Law and FATF Recommendations;</p> <p>h) Conduct regular compliance assessment of the reporting persons;</p> <p>i) Provide AML/CFT guidance to the reporting persons;</p> <p>j) Initiate Directives, regulations and guidelines related to compliance and prevention of ML/TF&FoP</p> <p>k) Coordinate with relevant stakeholders' supervisory authorities.</p>	
6	Research Policy & Project Specialist	1	<p>a) Coordinate the preparation of the work program of the organization, ensuring alignment to the strategic priorities of the FIC;</p> <p>b) Report on the work program execution, and propose alternative and corrective measures as needed;</p> <p>c) Contribute actively to the designing and monitoring of the Organization key performance indicators.</p> <p>d) Carry out assessment of current AML/CFT implementation status conditions and prescribe appropriate strategies to overcome policy issues</p>	<p>Bachelor's Degree in Economics, Project Management, Development Studies, Strategic Management, Public Administration, Administrative Sciences, Business Administration, management with three (3) years of relevant working experience or</p> <p>A Master's degree in Economics, Project Management, Development Studies, Strategic Management, Public Administration, Administrative Sciences, Business Administration, Management with one (1) year of relevant working experience</p>

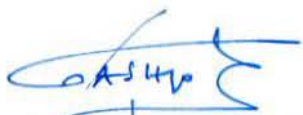
			<p>and risks;</p> <p>e) Coordinate the preparation of the AML/CFT implementation plan and monitoring paper;</p> <p>f) Develop appropriate analytical tools for the purpose of the better implementation of AML/CFT recommendations.</p> <p>g) Lead research activities within FIC including NRA and typologies;</p> <p>h) Develop proposals for research projects which will increase the knowledge, understanding and discovery of new explanations, insights, concepts and policy agendas;</p> <p>i) Conduct or participate in economic studies and disseminate results through appropriate media to successfully reach key audience(s) and stakeholders;</p> <p>j) Lead and develop external networks and collaborative groups with research bodies/professionals to contribute to the development of research strategies within the organization.</p>	
7	Front Desk Officer	1	<p>a) Direct customers and clients to their destination;</p> <p>b) Provide quality customer service on every call;</p>	Advanced Diploma (AI) in Office Management, Communication, Public Relations, Marketing, Hospitality Management or customer relations, or

		<p>c) Issue visitor passes, observe and report any unusual or suspicious persons or activities.</p> <p>d) Communicate clearly and effectively with clients.</p> <p>e) Provide accurate information to all callers.</p> <p>f) Collaborate with the Director General's Office on boardroom booking to ensure its proper management.</p> <p>e) Make sure that the boardroom is ready on time with all the necessities</p>	<p>Bachelor's Degree in Marketing, Communication, Public Relations, Office Management, Hospitality Management or Customer Relation</p>
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Qualified and Interested candidates must send their application documents to Financial Intelligence Centre (FIC). The application documents must consist of an application letter addressed to Director General, a well detailed CV, a copy of National Identity card/ passport and required degrees.

Application documents must be sent on ; info@fic.gov.rw as one document not later than 14th / 05/ 2021 at 5 pm. For more details, visit FIC website : www.fic.gov.rw or FIC twitter : @FIC_Rwanda or call 0788530807

Done at Kigali on 05/05/2021



GASHUMBA Jeanne Pauline

Director General

