



FINANCIAL INTELLIGENCE ANALYSIS UNIT

Career Opportunity www.fiumalta.org

The Financial Intelligence Analysis Unit, a government agency established under the Prevention of Money Laundering Act, is the entity responsible for the collection, collation, processing, analysis and dissemination of information with a view to combating money laundering and the funding of terrorism. The Unit is also responsible for monitoring compliance with relevant legislation.

In the course of the implementation of an expansion programme aimed at ensuring that the FIAU is able to carry out its growing functions and responsibilities more effectively, the FIAU is seeking to recruit an Administrative Support Officer to join its Financial Analysis Section.

Administrative Support Officer

(Ref: Jobsplus Permit Number 358/2017)

The selected candidate will be responsible for providing administrative support to our team of analysts. The responsibilities attached to this position include dealing with incoming and outgoing correspondence, general office administration, the maintenance of information management systems, the organisation of travel arrangements, the provision of administrative support to staff and other ancillary duties.

Applicants must, as a minimum, be in possession of an A-level standard of education (NQF level 4) and must be proficient in the use of Microsoft Office tools. An ICT or computing related qualification, such as advanced ECDL and previous experience in a similar role will be considered an asset. The selected candidate would be expected to be a good team player and be particularly organised, meticulous, demonstrate outstanding multi-tasking abilities, and have the ability to communicate effectively both in Maltese and English.

Interested persons are to send an application together with a detailed CV by not later than Friday, 16th of February, 2018 addressed to The Director, Financial Intelligence Analysis Unit, 65C, Tower Street, Birkirkara BKR 4012. Applications may also be sent by email to careers@fiumalta.org. Interested persons are to clearly indicate for which position they are applying.