

JOB SPECIFICATIONS

Intelligence Research Analyst (Range 60)

Minimum Experience and Training Requirements:

Considerable (4 to 8 years) experience performing research and analytical work and training as evidenced by possession of a Bachelor's degree in Management Studies, Finance, Economics or one of the Social Sciences from a recognized institution; or any equivalent combination of experience and training.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of modern principles, techniques and practices of research and investigative methodology.
- Considerable knowledge of the Financial Intelligence Unit of Trinidad and Tobago Act and related legislation.
- Considerable knowledge of the inter-relationship between the Unit and law enforcement and prosecutorial agencies, as well as the regulatory and financial community, both locally and internationally.
- Considerable knowledge of banking and financial products, and financial legislation and policies pertaining to anti-money laundering (AML) and combating financing of terrorism (CFT).
- Considerable knowledge of relevant computer applications.
- Knowledge and understanding of methods of statistical and mathematical analysis.
- Knowledge of project management techniques.
- Sound oral and written communications inclusive of report writing skills.
- Sound investigative, analytical critical thinking, problem solving and decision making skills.

Distinguishing Features of Work:

An employee in this class is responsible for conducting research to inform the operational and strategic analysis of functions of the Analysis Division of the Financial Intelligence Unit of Trinidad and Tobago. Duties involve participating in the formulation of policies; reviewing existing research and analytical systems and implementing and managing systems for monitoring the effectiveness of policies. Duties also involve compiling, collating, analyzing and evaluating financial intelligence information and data and providing information and advice to aid in planning and policy formulation. Work is expected to be performed with utmost confidentiality, a considerable degree of initiative and independent judgment and is subject to review by a professional superior through discussions and reports.

Salary:

Range 60: \$14,123 per month (2013).

Operational Analyst (Range 54D)

Minimum Experience and Training Requirements:

Experience (18 months to 4 years) working in an analytical, research and/or investigative environment and training as evidenced by possession of a Bachelor's degree in Management Studies, Finance, Economics or in a Social Science Discipline from a recognized institution; or any equivalent combination of experience and training.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of modern principles, techniques and practices of research and investigative methodology.
- Considerable knowledge of modern methods and techniques of intelligence gathering and analysis.
- Considerable knowledge of relevant computer application systems used in research, intelligence gathering and analytical processes.
- Considerable knowledge of the Financial Intelligence Unit of Trinidad and Tobago Act, the Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) legal framework and related legislation.
- Knowledge of the inter-relationship between the Unit and law enforcement and prosecutorial agencies, as well as the regulatory and financial community, both locally and internationally.
- Knowledge of banking and financial products, and financial legislation and policies pertaining to anti-money laundering (AML) and combating financing of terrorism (CFT).
- Knowledge and understanding of methods of statistical and mathematical analysis.
- Knowledge of the formation and operations of legal business structures and entities.
- Sound oral and written communication skills inclusive of interviewing and report writing skills.
- Sound investigative, analytical, critical thinking, problem solving and decision making skills.
- Ability to collect intelligence and financial information and data for analytical purposes.
- Ability to research, interpret, analyze and evaluate data collected, make informed judgments, solve complex problems and recommend solutions.
- Ability to express ideas clearly and concisely and prepare in-depth, comprehensive reports containing descriptive, analytical and evaluative content within designated deadlines.
- Ability to develop and maintain collaborative working relationships with colleagues and relevant stakeholders.
- Ability to deal discreetly with high level, sensitive and confidential matters.
- Ability to maintain high levels of ethics, integrity and confidentiality.

Distinguishing Features of Work:

An employee in this class is responsible for conducting research and performing complex analyses of sensitive financial information and intelligence for planning, policy formulation and investigative purposes. Duties involve extracting, researching, interpreting and evaluating

financial information and intelligence data; liaising with local and foreign financial and law enforcement agencies; disseminating information; producing analytical intelligence reports and other specialized analytical documentation and recommending cases for further investigation. Work is expected to be performed with utmost confidentiality, a considerable degree of initiative and independent judgment, and is subject to review by a professional superior through discussions and reports.

Salary:

Range 54D: \$11,357 – \$12,106/\$12,954 per month (2013).