



Program Manager - ECOFEL

Founded in 1995, [The Egmont Group](#) is a united body of 164 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing as the trusted gateway for sharing financial information in accordance with global Anti Money Laundering and Counter Financing of Terrorism (AML/CFT) standards.

ECOFEL is an engine and hub to further assist FIUs as they strive towards excellence and leadership. ECOFEL's goal is to position and promote FIUs within their national systems as well as internationally. ECOFEL activities include: mentoring, coaching, staff exchanges, specialized training courses, a library of reference materials, eLearning platform development and other support mechanisms.

The incumbent will provide leadership and management, while advancing the substantive work of ECOFEL Program. The incumbent will ensure effective engagement with other stakeholders and partners in the AML/CFT community. The incumbent will also be responsible for developing and operating ECOFEL's work plan to respond the needs of Egmont and candidate members, supervising administrative operations, and reporting to donors.

Main Accountabilities:

Leadership and Management:

- Providing strategic leadership and vision to ECOFEL's work.
- Contributing to the establishment and implementation of ECOFEL's overall strategy and work plan.
- Supervising ECOFEL's daily operations, including the development and delivery of products and activities.
- Leading the development of policies, procedures and initiatives to enhance ECOFEL's objectives.
- Preparing, monitoring and executing the budget.

- Supporting donor and joint venture proposals to enhance the funding available for ECOFEL activities.
- Coordinating the planning, budgeting and reporting processes required by donors and partners.
- Overseeing the preparation of ECOFEL meetings, workshops and events, meeting minutes, follow-up plans, surveys, protocols, proposals, analysis, reports and correspondence of the ECOFEL.
- Under the guidance of the Executive Secretary, hiring and supervising personnel through EGS recruitment, selection and performance evaluation processes, including the promotion of a positive work environment.
- Managing the financial and other resources of ECOFEL to ensure efficiency and effectiveness.

External relations and representation:

- Conducting outreach, building and maintaining strong relationships with current and potential donors and partners to support ECOFEL's objectives, program continuity and sustainability, under guidance from the Executive Secretary.
- Promoting the objectives and work of ECOFEL at international meetings.
- Establishing and maintaining relationships between ECOFEL and stakeholders in the AML/CFT community.
- Building collaborative working relationships across other relevant international organisations.
- Establishing and maintaining close contacts with national authorities, the private sector, academia, research institutes and the media.

Key Competencies:

The successful candidate will possess -

- Bachelor's degree in business, related field or equivalent experience; Masters/JD preferred
- Minimum of 5-7 years of relevant AML/CFT industry experience
- 2-3 years of management experience is required
- Ability to accept accountability and assume proactive leadership
- Ability to address and resolve conflict
- Knowledge and experience in regulatory requirements and/or internal controls, documentation and analysis related to AML/CFT
- Proven people and project management skills and ability to lead directly and by influence.

- Proven ability to working in an operational environment across broad regional teams.
- Well organized, detail oriented, self-starter, comfortable functioning in a global environment.
- Excellent interpersonal skills. Must be able to establish and maintain rapport with customers, regulators, auditors, and executives.
- Excellent written and verbal communication skills with ability to deliver effective presentations to audiences with diverse backgrounds.
- Strong analytical and problem-solving skills with demonstrated ability to make appropriate and effective decisions under pressure.

Duration:

This position will begin as of **April 1st, 2020 until 30th November, 2022** with a possibility of renewal. This position will be based out of Ottawa, Canada.

Compensation and Benefits:

- Competitive salary
- 4 weeks of vacation
- Annual performance bonus
- Comprehensive health and benefits; pension benefit
- Diverse culture; start-up like environment

Application Method:

Interested and qualified candidates must submit the following information and completed documents, in confidence to careers@egmontsecretariat.org, SUBJECT: **ECOFEL Program Manager** before **Friday, January 31st, 2020** in the attention of Mr. Ikram Muhammad, HR Officer.

- Cover Letter and Resume
- The names and contract details of three referees, including the candidate's most recent supervisor. Reference checks will be only conducted on the top three candidates after the interview. Please indicate if you wish to be informed before your referees are contacted.
- Salary Expectations
- Availability to Start

Thank you for your interest in joining us. Only those selected for an interview will be contacted.

The Egmont Group is committed to employment and pay equity within its staff. Applications are encouraged from equity groups including individuals of Indigenous descent, racialized individuals, individuals with disabilities, and LGBTQ+ persons. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.