



Applications are invited for the position of: -

## **FINANCIAL INVESTIGATIONS ADVISER WITH THE REGIONAL SECURITY SYSTEM - ASSET RECOVERY UNIT (RSS ARU)**

### **ROLE AND RESPONSIBILITIES**

Full details of the role of the Financial Investigations Adviser (FIA), with a detailed job description are attached at Annex A.

### **CONDITIONS**

1. The position will be on attachment with the Regional Security System (RSS) Asset Recovery Unit based in Barbados.
2. The attachment will be for one year, renewable on an annual basis by competent authority.
3. Applicants should have a law enforcement background.
4. The position will require frequent travel and the successful candidate will receive travelling allowance in accordance with the approved rates.
6. Salary, allowances and vacation leave are in accordance with the terms and conditions stipulated by RSS Council of Ministers and RSS HQ Standing Orders. This post is non-pensionable.
7. The successful applicant will be required to pass a polygraph test prior to taking up this position.
8. This is an unaccompanied post.

### **COMPETENCY REQUIREMENTS**

- Demonstrated supervisory capabilities and interpersonal skills.
- Punctuality and consistent attendance to duties.
- Quality of work done and relevance of solutions.
- Compliance with guidelines and standard operating procedures.
- Effective implementation of duties, responsibilities and assignments.
- Leadership and team building.
- Ability to interact well with and motivate others.

### **SKILLS, KNOWLEDGE AND ABILITIES**

1. A working knowledge of the Proceeds of Crime and Money Laundering legislation in the Eastern Caribbean.
2. The ability to interpret and implement the requirements of the legislation.
3. Demonstrated ability to organize and work independently on multiple tasks/projects and complete assignments within specified deadlines.
4. Ability to plan and organize work and prepare clear concise reports.
5. Extensive knowledge of the investigative procedures and processes.

6. Extensive knowledge of legal principles, practices and proceedings.
7. Knowledge of Government procedures and practices within the RSS member states.
8. Ability to establish and maintain effective working relationships with colleagues and the public.
9. Ability to analyse issues, interpret and make sound recommendations.
10. Proven ability to solve legal problems in a methodical and practical way.
11. Ability to work alone or in a team environment.

### **APPLICATIONS**

Applications including cover letter with brief outline of experience in asset recovery and money laundering investigations must be submitted to the Executive Director, RSS HQ at [rsshq@rss.org.bb](mailto:rsshq@rss.org.bb) copied to [debra.wilkinson@rss.org.bb](mailto:debra.wilkinson@rss.org.bb) by 1600 hours on Monday, February 17, 2020.

## Annex A

### **THE RSS ASSET RECOVERY UNIT (RSS ARU)**

#### **Job Description – Financial Investigations Adviser**

##### **Purpose**

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The purpose of the RSS ARU is to build sustainable regional capacity in asset recovery as a means of tackling and disrupting serious organised crime and corruption within the OECS and Barbados. It will do so by enhancing the knowledge and skills of investigators, prosecutors and magistrates/judges and providing practical guidance and support in dealing with such matters.

##### **Responsibilities of the Financial Investigations Adviser**

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The Financial Investigations Adviser (FIA) will report to and take instructions from the Director - Asset Recovery unit (DIR ARU) and/or the RSS Executive Director. The FIA role provides practical guidance to regional practitioners involved with all aspects of asset recovery, including confiscation, cash seizure and forfeiture, civil forfeiture, restraint, and money laundering investigations in all of the jurisdictions covered by the programme.

Although based in Barbados, the FIA will be required to travel regularly to all of the jurisdictions and may also be required to attend regional and international meetings. This will result in a considerable amount of time being spent away from Barbados.

The FIA will be expected to work extended and unsocial hours, sometimes in extremely demanding circumstances and at short notice, to be flexible, and to respond outside normal office hours, without any entitlement for additional remuneration.

The FIA will need to monitor, assess and manage any risks inherent in programme activities, for themselves and their local partners.

The FIA will help to support the DIR ARU in the delivery of the strategic objectives and key messages of the programmes.

##### **Key Activities**

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- To develop and implement at a practical level, in consultation and cooperation with the host agencies, the capacity building activities of all practitioners in the crime justice system to greatly improve their asset recovery capabilities.
- Through “live” case mentoring assist in developing and enhancing the financial investigation capacity and capability with the aim of leaving in place well embedded structures and processes, making asset recovery an integral part of criminal investigations.

- To enable Financial Intelligence Units (FIUs) to use financial intelligence for the investigation of 'high profile criminals' and corrupt public officials.
- To develop capacity within FIUs and Financial Crime Units (FCU) to disrupt the activities of drug trafficking organisations and other criminal enterprises by identifying opportunities and taking appropriate action to recover the proceeds of crime, particularly focussing on restraint, prosecution and confiscation.
- To provide the necessary practical guidance on the use of cash seizure provisions as a means of removing money from the criminal economy.
- To encourage greater use of money laundering legislation to prosecute 'high profile criminals', as a precursor to confiscating their assets.
- To develop investigative capacity within FIUs and FCUs by promoting proper procedures for the collection and handling of evidence; case building and management; and the preparation and presentation of evidence, resulting in successful prosecutions.
- To enhance the capability of investigators and prosecutors to identify, investigate and prosecute cases of corruption, particularly where it involves public officials or politically exposed persons.
- To develop an understanding of the flow of criminal money into, and through the Eastern Caribbean, and those engaged in the laundering and/or facilitating of it.
- To interact with prosecutors and others within the criminal justice systems to ensure they understand their roles and responsibilities in dealing with money laundering, asset confiscation, cash seizure and civil forfeiture cases, by providing practical guidance whenever necessary.
- To work with the Legal Advisers to enhance the capability and capacity of prosecutors, magistrates and the judiciary in dealing with asset recovery cases.
- To liaise with senior government and law enforcement officials to enlist their cooperation and support in placing financial investigations as an integral part of all serious crime investigations.
- To make presentations and conduct workshops and seminars to increase the understanding of money laundering, asset confiscation, cash seizure and forfeiture and civil forfeiture to law enforcement, those within the criminal justice systems and government officials.
- To review and improve control measures in relation to the identification and seizure of criminal money at borders and elsewhere within the region.
- To improve regional capacity to gather and collate financial intelligence, and the sharing of it with regional and international partners.
- To provide advice to host authorities on legislative and procedural matters, including advice on improvements to relevant existing legislation and/or the drafting of new legislation.
- To lobby for the introduction of a more structured and transparent process of reinvesting criminals' assets in law enforcement, financial investigation units, criminal justice systems, and social and developmental programmes
- To coordinate effectively with international law enforcement agencies working in the Caribbean.
- To monitor the progress of host agencies against agreed objectives and provide reports to the DIR ARU on results achieved and the reasons for any failures to deliver, with the ultimate aim of delivering sustainable capability within the host agencies;
- To mentor regional financial investigators whilst on a short term secondment with the programme, so that when they return to their parent organisations they are better able to deal with asset recovery and money laundering matters.
- To fulfil line management responsibilities as directed by the DIR ARU.
- To prepare reports as requested by the DIR ARU or other RSS senior managers.

