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## Program Manager - ECOFEL

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Founded in 1995, [The Egmont Group](#) is a united body of 170 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.

The **Egmont Group Secretariat (EGS)** provides strategic, technical, and administrative support to the Heads of FIU (HoFIU), Egmont Committee, Working Groups, and Regional Groups and assists in managing the content and administering the Egmont Secure Web. The EGS is headed by the Executive Secretary, who reports directly to the Chair of the Egmont Group. The EGS was established in July 2007 and is based in Ottawa, Canada.

**ECOFEL** is an engine and hub to assist FIUs further as they strive toward 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 the 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 to the needs of Egmont and candidate members, supervising administrative operations, and reporting to donors.

### **The Ideal Candidate:**

- Strong management skills
- An innovative and collaborative individual
- Passionate about e-learning platforms and connecting with stakeholders
- Has a desire to work within a multi-disciplinary team
- Able to adapt easily to changing priorities
- Able to work under pressure
- Committed to achieving concrete and tangible results

## **Main Roles and Responsibilities:**

### **Leadership and Management:**

- Manage ECOFEL's daily operations, including developing and delivering products and activities.
- Contribute to establishing and implementing ECOFEL's overall strategy and work plan.
- Prepare, monitor, and execute a departmental budget.
- Manage donors and joint venture proposals to enhance the funding available for ECOFEL activities.
- Coordinate the planning, budgeting, and reporting processes donors and partners require.
- Oversee 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, hire and supervise personnel through EGS recruitment, selection, and performance evaluation processes, including promoting a positive work environment.
- Manage the financial and other resources of ECOFEL to ensure efficiency and effectiveness.
- Ensure proper communication of the program and its activities

### **External relations and representation:**

- Conduct outreach while 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.
- Promote the objectives and work of ECOFEL at international meetings.
- Establish and maintain relationships between ECOFEL and stakeholders within the Egmont Group, such as the Technical Assistance and Training Working Group and in the broader AML/CFT community.
- Build collaborative working relationships with other relevant international organizations and academia.

### **Key Competencies and Experience:**

- Bachelor's degree in business, a field related to duties or equivalent experience (essential); Masters/JD (asset).
- Proven people and project management skills and ability to lead directly and by influence.
- 5-7 years of management experience (essential).
- Minimum of 5-7 years of relevant AML/CFT industry experience (essential). FIU's experience would be a plus.
- Proficient in MS Word, Excel, and Teams.
- 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 (essential).
- Proven ability to work 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 in English 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.

### **Assets and other requirements:**

- Familiarity and experience with government or non-profit industry.
- The ECOFEL Program Manager could be asked to travel to international/local conferences. You must have a valid passport and comply with vaccination protocols to travel internationally at any time.
- In accordance with the EGS vaccination policy, the successful candidate must be fully vaccinated against COVID-19.

### **Starting date:**

This position will begin on **February 20, 2024**. This position will be based out of Ottawa, Canada, and the successful candidate must be willing and able to relocate to Qatar within the year.

### **The Perks:**

- The EGS is an international collaborative team. Our workforce is dynamic, and you will have the opportunity to work with a unique group.
- The EGS operates in a hybrid work environment in Ottawa, Canada.
- Competitive compensation with annual pension contributions
- Annual performance pay.
- Generous annual leave plan.

- Wages adjusted annually to reflect the Canadian Cost of Living Adjustment.
- A comprehensive health and dental plan.

**How to Apply:**

Interested candidates should submit their application, including a resume and cover letter, to Shauna Lynch at [Shauna.Lynch@egmontsecretariat.org](mailto:Shauna.Lynch@egmontsecretariat.org) by Friday, December 8, 2023.

*The Egmont Group is committed to the 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 comply 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.*