



## **Job Opportunity with the Egmont Group Secretariat**

### ***Manager of the Working and Regional Groups' Support Team***



2-year contract; can be turned into permanent position upon satisfactory performance in good standing



Ottawa, Canada



Full time



Open to nationals of jurisdictions whose FIU is a member of the Egmont Group



Deadline to apply – Friday, October 10<sup>th</sup>, 2025, 23:59 Ottawa/Canada



Competitive

The Egmont Group of Financial Intelligence Units (FIUs) is a global network of 182 FIUs that facilitates the exchange of financial intelligence to combat money laundering, terrorist financing, and related crimes. The Egmont Group Secretariat (EGS), based in Ottawa, Canada, provides strategic, technical, and administrative support to the Egmont Group's governance structures, including the Heads of FIUs, the Egmont Group Leadership, Egmont Committee, Working Groups, and Regional Groups.

We are seeking a dynamic and experienced professional to join the Secretariat as Manager, Working and Regional Groups. This leadership role offers a unique opportunity to contribute to the strategic direction and operational effectiveness of the Egmont Group from within its core Secretariat team. The Egmont Group Secretariat is an equal opportunities employer, committed to diversity and non-discrimination.

### **Your Role**

The Manager, Working and Regional Groups plays a pivotal role in advancing the Egmont Group's strategic objectives, fostering international cooperation, and ensuring operational effectiveness across its Working and Regional Groups. As a member of Egmont Group Secretariat's middle management, the jobholder will, under the authority of the Executive Secretary, be responsible for, in particular:

### **Key Responsibilities**

- Lead the strategic planning, coordination, and execution of initiatives across Egmont Working and Regional Groups, ensuring alignment with the Egmont Group's Strategic Plan and Charter.

- Support the development and implementation of harmonized policies, standards, and best practices for FIU cooperation and information exchange, in line with the Egmont Group Charter, the Principles for Information Exchange, the Operational Guidance and the FATF Recommendations.
- Provide administrative, technical and strategic support to the Heads of FIU, Egmont Chair/Vice-Chairs, Executive Secretary, Egmont Committee, Working Group Chairs and Regional Representatives on relevant AML/CFT matters, including international partnerships (e.g., FATF, FSRBs, IMF, World Bank, etc.).
- Provide strategic and technical project management oversight for initiatives led by the Working and Regional Groups, to support timely delivery, resource alignment, and adherence to Egmont Group priorities and standards.
- Draft and review technical papers, policy briefs, and strategic recommendations to inform Egmont Group decision-making.
- Monitor emerging trends, regulatory developments, and cross-border risks in financial crime to inform Egmont Group initiatives and outreach.
- Ensure the proper planning and execution of Egmont Group events, including plenaries, working group meetings, and regional consultations.
- Ensure effective coordination and communication among Regional Representatives and Working Group Chairs, facilitating horizontal coordination within the organizations, as well as cross-regional collaboration and knowledge sharing.
- Represent the Egmont Group in external forums and maintain strategic relationships with international and regional organizations.
- Ensure compliance with the Egmont Charter, Principles for Information Exchange, and Operational Guidance in all activities.
- Support the implementation of the Egmont Group's Communication Strategy, including content development for professional platforms (e.g., LinkedIn) and public engagement.
- Support the Secretariat's role in maintaining the ESW and implementing related policies and procedures.
- Support and further develop the Egmont Group Secretariat secondment program.

#### Managerial Responsibilities

- Lead the Working and Regional Groups Team to deliver high-quality outputs aligned with Egmont Group priorities by fostering a culture of excellence, collaboration, and continuous improvement.
- Set performance goals, monitor progress, and ensure accountability across team functions.
- Coordinate internal workflows, resource allocation, and reporting to support strategic priorities and operational efficiency.
- Provide mentorship and professional development opportunities to team members, aligned with evolving AML/CFT standards and organizational needs.

- Monitor team activities and prepare periodic reports to assess progress against strategic goals, measure productivity, and inform Egmont Group leadership of key developments and outcomes.
- Ensure alignment of secondment objectives with Egmont Group priorities, facilitate onboarding and integration, monitor performance and development, and foster a collaborative environment that maximizes the secondees' contributions to the Secretariat's mission.
- Ensure timely communication of developments and decisions from Egmont leadership to the Working and Regional Groups Team.
- Support the Executive Secretary in cross-functional initiatives related to HR, finance, communications, and governance.
- Perform other duties and responsibilities as assigned by the Executive Secretary, in support of the Secretariat's evolving priorities and the Egmont Group's strategic objectives.

### What's in It for You

- **Global Impact:** Play a key role in shaping international efforts to combat financial crime, working with a network of 182 FIUs worldwide.
- **Strategic Leadership:** Influence the direction of global AML/CFT initiatives by supporting coordination across various Egmont bodies.
- **Professional Growth:** Gain exposure to high-level multilateral cooperation, policy development, and strategic project management in a dynamic international environment.
- **Career Advancement:** Opportunity to transition from a 2-year contract to a permanent position based on performance.
- **Collaborative Culture:** Join a diverse and inclusive team committed to excellence and continuous improvement.

### Eligibility Criteria

To be eligible, candidates must:

- Be a national of a jurisdiction whose FIU is a member of the Egmont Group.
- Hold a university degree in law, international relations, public policy, finance, or a related field.
- Have a minimum of 7 years of experience in AML/CFT (of which at least 3 years in an FIU)
- Demonstrate excellent command of written and spoken English.
- Have no criminal record.

### Desirable Criteria

- Experience working with international organizations with AML/CFT mandates (e.g. FATF, FSRBs, the Egmont Group, etc.).

- Familiarity with Egmont Charter, Principles for Information Exchange, and Operational Guidance.
- Experience in project management and coordination of international teams.

### **Interpersonal skills**

- General Management skills.
- Ability to guide and coach colleagues to achieve common goals.
- Excellent organizational and planning skills.
- Ability to think strategically.
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments.
- Negotiation skills.

### **Application, Selection and Recruitment Process**

Interested candidates should submit their application in English, including a CV and cover letter, at [careers@egmontsecretariat.org](mailto:careers@egmontsecretariat.org), by Friday, October 10<sup>th</sup>, 2025, 23:59 Ottawa/Canada.

After the deadline, applications will be checked against the eligibility criteria. Upon completion of the initial assessment, a shortlist of the most suitable candidates will be established. Candidates shortlisted in the previous phase will be invited to undergo an interview with the Executive Secretary and representatives of the Egmont Group Leadership.

The Egmont Group Secretariat

09 September 2025