



## **JOB DESCRIPTION**

**Organisation:** Ministry of Finance, National Planning and Trade

**Unit:** Asset Management Unit

**Job Title:** Director/Head of the Unit

**Salary Band:** SB9 – SB10

**Report to:** Principal Secretary of Finance

**Working hours:** Normal 0800hrs to 1600hrs

### **Main objective:**

To Ensure Government is in compliance with the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021 and subsequent regulations.

### **Duties and responsibilities:**

- To coordinate the work of the Asset Management Unit with other Law Enforcement Agencies as per the requirement of the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021 and subsequent regulations;
- To enter into agreements and undertake program initiatives to implement seizure, forfeiture, confiscation and disposition policies related to assets managed by the Asset Management Unit;
- To support the Attorney General's Office in the coordination with other countries in the seizure, forfeiture, confiscation or disposition of the properties;
- To issue policies, procedures and guidelines related to management of properties subject to freezing, seizing, forfeiture or confiscation actions undertaken by the domestic authorities;
- To coordinate the administration of the Asset Recovery Fund as per the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021 and subsequent regulations;
- Prepare reports for submission to the National AML/CFT Committee;
- Work closely with the Financial Services Development Division (FSDD) within the Ministry of Finance, Economic Planning and Trade and other stakeholders in the preparation of Seychelles' reports to ESAAMLG;
- To have any other functions as may be necessary for the custody, management and disposal of any realizable property.

### **Qualifications and experience:**

Master's Degree in Finance/Accounting/Law/Auditing/International Business or Professional related qualifications plus seven (7) years satisfactory work experience in a senior role.

### **Interpersonal Skills and Abilities:**

- Must possess good interpersonal and excellent communication skills.
- Fluency in English and French (both oral and written).
- Excellent organizational and planning skills, time management skills and multitasking.
- Able to work well under pressure.
- Communication
- Problem-solving
- Initiative
- Decisiveness
- Accountability and Integrity
- Planning, organizing and follow up
- Monitoring and reporting

## **JOB DESCRIPTION**

**Organisation:** Ministry of Finance, National Planning and Trade

**Unit:** Asset Management Unit

**Job Title:** Senior Asset Management Officer

**Salary Band:** SB7 – SB9

**Report to:** Director of the Asset Management Unit

**Working hours:** Normal 0800hrs to 1600hrs

### **Main objective:**

Coordinate with other Law Enforcement Agencies as per the requirement of the Asset Management Unit as per the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021 and subsequent regulations.

### **Duties and responsibilities:**

To supervise the work of the Asset Management Officers within the unit as per the requirement of the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021. In addition the additional responsibilities;

- (a) to assist the competent authorities in filing appropriate applications before the courts for freezing or seizing properties to prevent dealing with or transfer or disposal of such properties;
- (b) to take steps to counter actions taken by other parties seeking to prevent the Republic from taking steps to freeze, seize or recover property that is liable for forfeiture or confiscation;
- (c) to assist the Attorney General's Office in coordinating with other countries in the freezing, seizure and forfeiture of properties and disposal of the properties between the countries when the forfeiture or confiscation is directly or indirectly a result of co-ordinated law enforcement actions;
- (d) to take all necessary measures to protect the rights of bona fide third parties;
- (e) to prepare policies, procedures and guidelines related to management of properties subject to freezing, seizing, forfeiture or confiscation actions undertaken by the domestic authorities;

- (f) to act as the primary mechanism for managing, and when necessary, disposing of property frozen, seized, forfeited or confiscated;
- (g) to perform any other functions as may be necessary for the custody, management, and disposal of any realizable property; and,
- (h) Act on behalf of the unit during the absent of the Director of the Asset Management Unit.

**Qualifications and experience:**

Master's Degree in Finance/Accounting/Law/International Business/Auditing or a Professional related qualification plus three (3) years satisfactory work experience in a senior role;

OR

Bachelor Degree in Finance/Accounting/Law/International Business/Auditing or a Professional related qualification at fundamentals level plus four (4) years satisfactory work experience in a senior position;

**Interpersonal Skills and Abilities:**

- Must possess good interpersonal and excellent communication skills.
- Fluency in English and French (both oral and written).
- Excellent organizational and planning skills, time management skills and multitasking.
- Able to work well under pressure.
- Communication
- Problem-solving
- Initiative
- Decisiveness
- Accountability and Integrity
- Planning, organizing and follow up
- Monitoring and reporting

## **JOB DESCRIPTION**

**Organisation:** Ministry of Finance, National Planning and Trade

**Unit:** Asset Management Unit

**Job Title:** Asset Management Officer

**Salary Band:** SB6 – SB8

**Report to:** Senior Asset Management Officer

**Working hours:** Normal 0800hrs to 1600hrs

### **Main objective:**

Coordinate with other Law Enforcement Agencies as per the requirement of the Asset Management Unit as per the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021 and subsequent regulations.

### **Duties and responsibilities:**

The Functions of the Asset Management Unit as per the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021—

- (a) to collaborate with the authorities to identify, trace and evaluate realizable property that is subject to seizure, forfeiture or confiscation;
- (b) to collaborate with all Ministries, Departments and Authorities which shall be dealing with properties seized, frozen, forfeited or confiscated to the Republic under Acts in force in the Republic;
- (c) to take custody of realizable properties frozen, seized, forfeited or confiscated in furtherance of any law in force in the Republic;
- (d) to maintain the properties frozen, seized, forfeited or confiscated until they are disposed of under the provisions of this Act or the regulations made hereunder;
- (e) to take measures for the disposal of forfeited or confiscated properties and also for disposal of any property upon an order of the court;
- (f) to support the domestic authorities in taking appropriate investigate measures to identify properties that are to be frozen or seized;

- (g) to support and administer the identification, tracing and evaluation of property that is subject to forfeiture or confiscation;
- (h) to support the administration of provisional measures, such as freezing or seizing, to prevent any dealing, transfer or disposal of property subject to forfeiture or confiscation;
- (i) to maintain proper records of the properties frozen, seized, forfeited or confiscated to the Republic;
- (j) to take steps for identifying auctioneers for the disposal of the forfeited or confiscated property;
- (k) to take steps for identifying persons, agencies or institutions to maintain frozen or seized property;
- (l) to assist the domestic authorities to implement a coordinated mechanism for disposal of forfeited or confiscated properties;
- (m) to take all necessary steps for the proper management of frozen or seized properties;
- (n) to act as the primary mechanism for managing, and when necessary, disposing of property frozen, seized, forfeited or confiscated; and
- (o) to perform any other functions as may be necessary for the custody, management and disposal of any realizable property.

**Qualifications and experience:**

Bachelor Degree in Finance/Accounting/Law/International Business/Auditing or a Professional related qualification at fundamentals level

**Interpersonal Skills and Abilities:**

- Must possess good interpersonal and excellent communication skills.
- Fluency in English and French (both oral and written).
- Excellent organisational and planning skills, time management skills and multitasking.
- Able to work well under pressure.
- Communication
- Problem-solving
- Initiative
- Decisiveness
- Accountability and Integrity
- Planning, organizing and follow up
- Monitoring and reporting