

GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORM

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM. ALL APPLICATION WILL BE TREATED IN STRICT CONFIDENCE.

COMPLETING THE APPLICATION FORM

- You should read the notes carefully as the decision to shortlist candidates is based solely on information provided in the application form.
- The application form must be completed and submitted online.
- Missing information or incomplete applications are likely to result in the application being discarded.
- Qualifications claimed in the application form must have been completed at the time of the application.
- It is the responsibility of the candidates to provide supporting evidence from a competent authority ascertaining the equivalence of professional qualifications obtained.
- Applications received after the closing date mentioned in the advertisement will not be accepted.
- Applications not made on the prescribed application form shall not be accepted.
- Ensure that the write up under “Achievement” is done with utmost attention. The selection panel will look for clear evidence that you have addressed each of the criteria in your application.
- The FIU reserves the right not to make any appointment following this advertisement without any obligation to give any reason to the candidate(s) of the grounds of its actions.

CAREER HISTORY

- Please provide details of previous and current work/jobs. Previous dismissals and their reasons must be declared, as the integrity of the Financial Intelligence Unit (FIU) staff cannot be compromised

SELECTION PROCEDURE

- Your responses will initially be assessed against the competencies indicated on your application which constitute the basis for selection to our interview.

SECURITY

- Successful candidates will be required to undergo a security vetting process initiated by the completion of a pre-employment screening form.

PRE-APPOINTMENT ENQUIRIES

- Certain enquiries may be carried out to test the veracity of your qualifications and other documents submitted in support of your application.

BUSINESS INTERESTS

- Please detail at the time of application any business interests for which you receive any form of financial remuneration, in addition to your present employment.

CODE OF CONDUCT

- The FIU is an organisation that holds data about people and events. It deals with sensitive matters relating to suspicious transactions on proceeds of crime. The FIU has connectivity to a range of confidential data sources. Thus the FIU is in a position of authority and influence that must never be abused. The public is entitled to expect higher standards of personal integrity than those expected in other institutions.

EQUAL OPPORTUNITIES

- The FIU is committed to a policy of equal opportunities. Applications are welcome from candidates regardless of ethnic origin, disability status, religious belief, gender or any other irrelevant factor.

DECLARATION

- You must read Sections 30 and 31 of the Financial Intelligence and Anti-Money Laundering Act 2002
- Due to the emphasis that the FIU places upon the integrity of its staff please note that information provided on this form must be to the best of your knowledge and belief, true and complete. If it is subsequently discovered that you have provided false or incomplete information, your application may be disqualified, or if discovered after appointment, you may be dismissed.

ENQUIRIES

If you have any enquiries, please contact the FIU by e-mail on recruitment@fiumauritius.org

FIU
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