

Vaccancy Announcement

Position	Vetting Intern	Starting date	September
Location	Paris 9th arr. (HQ), France	Type of contract	Internship
Contract duration	6 months	Security risk level	Calm (1/4)

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

Acted's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 110 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 42 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

Key roles and responsibilities

As part of the Investigation Unit, the AML/CFT Vetting Intern, under the direction of the Acted Group Transparency, Compliance and Investigation (TCI) Director and functional management of the Investigation Manager and Vetting Officer, will contribute to the implementation of Acted's third party screening process.

- The AML/CFT Vetting intern will assist in checking the quality and exhaustiveness of the databases;
- The AML/CFT Vetting Intern will contribute to ensure the first level of review of any matches with Acted third parties on sanctions lists, and escalate those that cannot be deemed a false positive.
- The AML/CFT Vetting intern will assist in ad hoc tasks pertaining to screening, such as vetting and enhanced due diligence of third parties.

1. DATABASE REVIEW

- a. Ensure the reception and adequate quality of the databases for each department and mission of Acted;
- b. Assist in coordinating with the relevant HQ departments to obtain the databases;
- c. Aid in uploading the databases in the third party screening software in the correct format;

2. THIRD PARTY SCREENING

- a. Contribute to review the first level of matches with any sanctions lists, and escalate those that cannot be cleared;
- b. Perform ad-hoc search in the screening software upon request;

3. VETTING AND ENHANCED DUE DILIGENCE

- a. Contribute to initial investigations on potential hits by collecting supporting documents from the relevant departments and analysing information relating to sanctioned individuals and entities;
- b. Perform enhanced due diligence using social media, national and international corporate databases and adverse media databases under the supervision of the Vetting officer;

4. REPORTING

- a. Assist in collating data for the bi-monthly report containing the number of new third parties entered for screening, breakdown of the escalations and the outcome of the screening.

5. SUPPORT AND TRAINING

- a. Assist in providing training sessions and resources to Acted's HQ and field teams;
- b. Provide ad hoc support to users of the screening software.
- c. Maintain knowledge of regulatory requirements and best practices relevant to AML/CFT

Required qualifications and technical competencies

- Advanced university degree (Master's or equivalent) in political science, international relations, law, finance, economics, accounting, business management or a field related to compliance, auditing, anti-money laundering/combating the financing of terrorism (AML/CFT), criminology.
- Experience with sanctions screening software is an asset.
- Knowledge and skills :
 - o Knowledge of AML/CFT regulations.
 - o Interest in, or desire to learn about, regulatory compliance for NGOs.
 - o Knowledge of KYC processes.
 - o Proven ability to research and verify information.
 - o Strong analytical skills: ability to undertake analysis and evaluation of large amounts of data.
 - o Proficiency in Microsoft Office technology, with strong Excel data analysis skills.
 - o Experience of effective computerized record keeping.
 - o Knowledge of third-party filtering software, including FinScan, is a strong asset.
- Fast learner, flexible and adaptable.
- Excellent personal and professional integrity.
- Results-oriented, strong problem-solving and critical thinking skills.
- Strong communication skills, particularly in cross-cultural environments.

It is desirable that candidates meet the following criteria:

- Demonstrated knowledge of control procedures
- Experience of working with confidential and sensitive information.

Languages:

- Fluency in English.
- Good knowledge of French.

Conditions

- Internship allowance: €1000 net per month
- Food vouchers
- 50% reimbursement of travel expenses (Pass Navigo)
- Internship agreement required
- No alternating work-study programs

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: VETTINGI/HQ**