



Asia/Pacific Group  
ON MONEY LAUNDERING

## Candidate Information Pack

# Deputy Executive Secretary

(AFP Senior Executive Service Band 1)

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## What should you know upfront?

1. The Asia/Pacific Group on Money Laundering (APG) is an international arrangement between over 40 jurisdictions, that has support from a Secretariat hosted by the Australian Federal Police (AFP).
2. The Secretariat's employees are engaged through the AFP's employment frameworks, and the Deputy Executive Secretary role is an AFP Senior Executive Service (SES) Band 1 position. It is subject to a non-going contract of up to 5 years.
3. As an AFP SES Band 1, you must meet the [AFP SES Band 1 Work Level Standards](#) and will be subject to the AFP's governance and policies.
4. The Secretariat has been working with the host agency to broaden the pathways to engage non-Australian citizens. Your citizenship may not impact on your involvement in the Secretariat but may influence your ability to pass key AFP gateways necessary for accessing host systems (that can be important for workflows) or participate in broader SES events or processes in the host agency.
5. This role involves routine international travel and you will be required to have medical clearances to comply with governance and insurance arrangements.
6. Financial Action Task Force (FATF) technical skills and knowledge are critical to being effective in the Deputy Executive Secretary role, and it is a mandatory requirement for all applicants to have participated in a Mutual Evaluation in the past 24 months and have contemporary experience in a FATF-Style Regional Body (FSRB) secretariat.

## What is the APG?

7. Officially established in 1997, the Asia/Pacific Group on Money Laundering (APG) is an inter-governmental arrangement between over 40 jurisdictions, that works to ensure its members effectively implement the international standards against money laundering (AML), terrorist financing (CTF), and proliferation financing related to weapons of mass destruction.
8. The APG collaborates with the Financial Action Task Force (FATF), other FATF-Style Regional Bodies (FSRBs), and a range of international stakeholders to deliver key outcomes including:
  - mutual evaluations of member's implementation of standards (including training, planning, delivery, and follow-up)
  - coordination and delivery of technical assistance to uplift compliance and capabilities
  - research and reporting around identified and emerging risks
  - engaging in active management of the related policy and international standards landscape
9. As the largest FSRB, the APG is supported by a Secretariat hosted by the AFP, with the Executive Secretary responsible to both the AFP Deputy Commissioner Crime (as the APG Co-Chair) and the APG's membership.
10. The Secretariat is comprised of ongoing employees engaged under the host's employment frameworks and secondees from partner agencies that collaborate to:
  - manage the delivery of the APG's program of work
  - deliver additional programs of work related to specific voluntary contributions
  - coordinate engagement across the APG membership and with key stakeholders
  - deliver the enabling services to support service delivery and coordination with the AFP
11. The APG Secretariat operates primarily from two AFP offices – in a dedicated, open-access workspace in Sydney provided by the AFP, and in the AFP's secure headquarters in Canberra.

## What about the Deputy Executive Secretary role?

### A. Reporting

12. The APG Deputy Executive Secretary is a critical part of the Secretariat executive leadership team and is a senior role in the APG framework:
  - A. reporting directly to the APG Executive Secretary
  - B. engaging routinely with the APG Co-Chairs, and
  - C. working actively with senior representatives within each of the APG member jurisdictions
13. Five of the Secretariat's Directorates with responsibility for delivering primary technical services to the APG membership report directly to the Executive Secretary:
  - The **Mutual Evaluation Coordination (MEC) Directorate** coordinates and plans upcoming APG Mutual Evaluations, which analyse the effectiveness and technical compliance of a jurisdiction's efforts to combat money laundering, terrorist and proliferation financing.
  - The **Follow Up Processes (FUR) Directorate** manages and coordinates processes following an APG Mutual Evaluation which may include, as applicable, follow up reports on a jurisdiction's technical compliance or managing a jurisdiction through the FATF's International Co-operation Review Group (ICRG).
  - The **Technical Assistance and Typologies (TA&T) Directorate** coordinates the delivery of AML/CTF in the region as well as the implementation of the APG Typologies program, which aims to better understand the money laundering and terrorist financing environment in the Asia/Pacific region.
  - The **Pacific AML/CFT Capacity Development (PACD) Directorate** delivers a dedicated technical assistance and training (TA&T) program tailored to the APG's Pacific members.
  - The **Training & Capability (T&C) Directorate** plans, manages and some in cases, delivers training to the APG membership related to AML/CTF as well as leading internal learning and development in the APG Secretariat.
14. Two additional Directorates report to the Executive Secretary but work closely with the Deputy Executive Secretary to deliver key governance and administration services, and drive reform and uplift:
  - The **Engagement and Secretariat Services (E&SS) Directorate** is the leading Directorate to facilitate key stakeholder engagements as well as support the internal governance of the APG Secretariat.
  - The **Corporate and Enabling Services (C&ES) Directorate** delivers strategic corporate planning and reform, as well as enabling services including HR, travel, risk management, and finance.

### B. Responsibilities

15. The APG Secretariat is navigating profound shifts in its operating environment, with ambitious expectations for delivering high-tempo commitments under the Global 5<sup>th</sup> Round of mutual evaluations, while maintaining strategic continuity across the Secretariat's operating model.
16. The Executive Deputy Secretary has two primary leadership responsibilities in this context:
  - the development and delivery of the Secretariat's technical programs in support of the APG membership, and consistent with the APG Strategic and Business Plans
  - reform and sustainability of the APG's Secretariat's technical budgets, services and workforce

17. The APG Deputy Executive Secretary is also responsible for:

- **strategic direction of the APG's technical services**

- working closely with the Executive Secretary, APG Co-Chairs, and APG membership to plan, build and run a sustainable, member-centric vision for meeting the needs of the Global 5<sup>th</sup> Round and beyond
- contribute to the development and delivery of the APG business planning frameworks, ensuring they align with Secretariat technical capability and capacity, and member needs
- actively manage the technical policy environment, including contributing to FATF and FSRB deliberations around interpretation, application, and refinement
- ensure the APG mutual evaluation processes are modern, efficient, and fit for purpose
- actively monitor and mitigate risks to the APG and the Secretariat's technical services

- **trusted advice to key stakeholders**

- understand, respond to, and advise on shifts in the APG's operating environment, the impacts of regional or geopolitical changes, or member-specific priorities
- lead, contribute to and represent the Secretariat and APG at high-level visits, plenaries and internal committees
- develop and entrench the profile of the APG and Secretariat within other intergovernmental forums, financial networks, professional bodies, and law enforcement
- ensure and demonstrate the highest standards of governance, transparency, and best-practice within the Secretariat
- develop formalised frameworks that can demonstrate the intent, strategy and opportunity underpinning Secretariat technical services

- **fostering collaboration and communications**

- lead the development of Secretariat relationships with APG members, international stakeholders, observers, member administrations, and multinational agencies (including the United Nations, World Bank, International Monetary Fund, and Asia Development Bank)
- actively engage with APG members preparing for, undertaking, and following up from mutual assessments, including identifying and navigating technical challenges and assistance opportunities
- lead on communications around the APG's technical services and promote the outcomes of Secretariat engagement in technical processes, forums, and policy development
- leverage diverse networks to address Secretariat and APG member needs and priorities
- identify opportunities for voluntary contributions and align these with Secretariat needs and priorities

- **leadership and governance**

- actively engage with the host agency to promote the Secretariat's capability and support needs and application the hosting agreement
- work across the Secretariat and membership to promote sustainability and best-practice, informed by evidence-based insights
- lead the Directors and foster the Deputy Directors in setting priorities, thinking and acting strategically, and developing their leadership capabilities
- monitor and ensure the integrity of the Secretariat's budget processes, to ensure sustainability across the technical services
- promote and demonstrate a commitment to and compliance with Secretariat and host agency governance, particularly around personal integrity and performance
- foster diversity and inclusion across the Secretariat and a commitment to the APG Secretariat's values and behaviours

## C. Rewarding

18. This role will be most rewarding if you:

- are committed to improving regional and global safety and security
- exhibit leadership and personal behaviours that are consistent with the APG's values and foster growth, wellbeing and capabilities in your people
- can balance rapidly emerging short-term priorities and ongoing pressures with strategic directions and the opportunities to change for better
- enjoy working in a small, closely connected team environment and building the culture and capabilities to maximise a return on investment
- bring a collegiate approach to your decision-making, focussing on the operational and strategic need of the whole business unit
- appreciate the frameworks critical to planning, building and running an effective business unit that is disciplined in its efforts to deliver, improve, and innovate
- enjoy international engagement and can take a stakeholder-centric approach
- can form your own vision and the pathways for achieving it

## D. Requirements

19. As an AFP SES Band 1, you must demonstrate an ability to meet and maintain the [AFP SES Band 1 Work Level Standards](#).
20. As the senior technical leader in the Secretariat, and one of the primary points of engagement for senior APG representatives, the Deputy Executive Secretary would be expected to have:
- A. qualified to live and work in Australia
  - B. tertiary qualifications in finance, law, or related fields
  - C. technical expertise in the implementation of the FATF standards, including participation in a mutual evaluation in the FATF Global 4<sup>th</sup> Round within the last 24 months
  - D. significant experience of anti-money laundering and countering the financing of terrorism issues in an international organisation/secretariat, or in a government department with active engagement with FATF or a FSRB Secretariat
  - E. a proven track record of managing complex programs of work
  - F. excellent stakeholder managements skills and experiences at high profile international settings
  - G. experience in effective and disciplined management of a business unit, including an ability to align vision, priorities, budgets, and capabilities for sustainable effectiveness
21. Work in the Secretariat involves regular international travel and you will be required to have medical clearances to comply with host agency governance and insurance requirements – this can involve vaccinations and other medical treatments.
22. The host agency also has a number of necessary gateways, including a security clearance, to access various systems used by the Secretariat to manage its information, workflows, employees, and key corporate processes.
23. The Secretariat has been working with the host and other Australian government agencies to refine these gateways to actively engage non-Australian citizens – this work is ongoing and has included broader access to open accommodation, visa arrangements, and shifts to more open classification systems.
24. Your citizenship will not impact on your involvement in the Secretariat but may influence your ability to pass these gateways and this could have implications for your access to these systems or involvement in broader SES events / processes in the host agency.

## E. APG Values

25. As an AFP SES Band 1 you will be expected to exhibit behaviours consistent with the AFP's core values. You will best fit with the APG team if you also demonstrate and can foster the following values and behaviours:

- **Expertise**

You work with pride and credibility, pursuing improvement and excellence in a challenging and dynamic technical context

- **Collegiality**

You are in a team and treat others with respect, humility and generosity of spirit.

- **Integrity**

You trust others and can be trusted yourself, to work with accountability, autonomy and good faith.

- **Passion and Purpose**

You have a sense of commitment to the goals of the APG and can work towards them with courage, energy and dedication.

## F. Diversity

26. The APG reflects and is shaped by its members' and observers' diverse range of cultures and languages, and religious and ethnic heritages.

27. Creating and sustaining a diverse and inclusive culture across the APG is critical to the delivering the APG's primary functions and strategic goals. As a senior leader in the Secretariat, you will play a leadership role in implementing the APG's Diversity and Inclusion Strategy and be expected to foster and embody a diverse and inclusive culture within the Secretariat, across the APG, and throughout the broader FATF landscape.

28. We welcome applications from all backgrounds but note that English is the agreed language of the APG and you will need to be able to communicate in English with the broader membership.

## G. Location and Relocating

29. As the Deputy Executive Secretary you could operate from the APG Sydney or Canberra Offices, although Sydney would be preferred.

30. You should also note that the APG Canberra Office is based within the AFP's national headquarters and will require an NV1 clearance for ongoing (and non-escorted) access.

31. The Secretariat may **not** be able to fund the full cost of international relocations.

## How do you apply?

32. As part of your online application, you will provide:

- a two-page pitch (max 1000 words in English) outlining why you are attracted to the role and what you bring to the role, and your vision for its delivery. The two-page pitch should include examples of your ability to demonstrate capability in line with the [SES Band 1 Work Level Standards](#)
- your Curriculum Vitae (CV) or Resume

33. At a later date you may be asked to complete:

- Employment Suitability Questionnaire (ESQ) – non-AFP employees only
- Traffic History – non-AFP employees only
- We may conduct referee and background checks from the information you have provided.

34. Please email your application, including your two page pitch and CV, to the APG Executive Secretary Dr Chris Black at [APG-Recruitment@apgml.org](mailto:APG-Recruitment@apgml.org).

35. Applications close: 17:00 (AEDT) on **18 November 2025**.

36. Late applications will not be considered without the explicit approval of the Selection Committee chair (Dr Chris Black).

## What is our offer?

37. If you are successful, generous remuneration and conditions of service will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

## Want to learn more?

APG Website	<a href="http://www.apgml.org">www.apgml.org</a>	Details on the APG, its mandate, and activities
FATF Website	<a href="http://www.fatf-gafi.org">www.fatf-gafi.org</a>	Details on the FATF and its activities
AFP Website	<a href="http://www.afp.gov.au">www.afp.gov.au</a>	Details on the AFP employment frameworks

## Who do you contact?

If you require further information in relation to this role, please contact Dr Chris Black, Executive Secretary APG on (02) 5127 4206 or [APG-Recruitment@apgml.org](mailto:APG-Recruitment@apgml.org).