1. General Responsibilities

The Secretary to the Sanctions Office (the “SSO”) shall exercise her/his functions independently. She/he shall be appointed by the President of the Bank and report functionally to the Sanctions Commissioner (“SC”) and administratively to the First Vice-President/COO. The SSO shall be appointed from among the staff of the Bank to assist the SC. The SC shall supervise the work of the SSO.

2. Operational Responsibilities

The SSO shall be assisted by an administrative assistant. The SSO:

(a) Will receive findings as evidence of the Sanctionable Practice from IACD.
(b) Will prepare such evidence and will brief the SC on all aspects of a case;
(c) Will be responsible for transmitting all documents and making all notifications required in connection with the case.
(d) Will make for each case a dossier which shall record all actions taken in connection with such case and the dates thereof.
(e) Shall respect and maintain the confidentiality of the sanctions proceedings.

3. Selection Criteria

The SSO should:

(a) have extensive knowledge of the operations and operational policies, including in the area of the procurement, of the Bank or related or similar institutions;
(b) have knowledge of and experience in the conduct of investigations, standards of proof and evidence, and legal and policy issues relating to the operations of the Bank or related or similar institutions;
(c) have managerial capacity to plan and direct the use of resources, implement an efficient case management system and exercise independent judgment;
(d) have proven competence, independence and integrity; and
(e) have a minimum of seven (7) years relevant experience, competencies and an advanced degree in law or other related field.