

**Job Description - Head, Compliance**

General Job Information	
<b>Job Title</b>	Head, Compliance
<b>Reports to</b>	Managing Director
Job Purpose	
<i>Advise the Country Managing Director about how the activity of the bank must comply with laws, regulations, and international best practices.</i>	
Key Responsibilities	
<p><b>Specific Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide advice on laws, regulations to the bank and ensure its compliance with the related requirements.</li> <li>• Prevent unethical, illegal, or improper conduct in the Bank.</li> <li>• Ensure that staff, management, and board of directors comply with the rules and regulations.</li> <li>• Be part of the Bank Management Committee</li> <li>• Adhere to the Compliance Charter.</li> <li>• Implement the Group Compliance Manual and adapt it to local risks and legal and regulatory requirements.</li> <li>• Ensure that Compliance Manual is available to all Staff and its requirements implemented in operational procedures.</li> <li>• Implement the Compliance Monitoring Plan (CMP) and adapt it to local risks and legal and regulatory requirements.</li> <li>• Monitor and communicate evolution of the legal and regulatory framework and make impact analysis for the business. Ensure that, further to news changes, policies and operational procedures are updated accordingly.</li> <li>• Ensure and review implementation of requirements related to new law or regulations.</li> <li>• Advice business on specific compliance matters.</li> <li>• Ensure liaison with local regulators,</li> <li>• Ensure that compliance issues identified are tackled with the adequate measures.</li> <li>• Ensure that SIRON (AML, Embargo, and PEP) controls are performed, and issues tackled with adequate measures.</li> <li>• Ensure Compliance with Data Protection rules.</li> <li>• Act as the Money Laundering Reporting Officer (MLRO) for the bank</li> <li>• Responsible for all AML/CFT cases and ensure that they are properly handled.</li> <li>• Organize in-house AML/CFT trainings to staff.</li> <li>• Any other responsibility assigned by the Managing Director or the Regional Audit Head</li> </ul>	
Job profile & Person Specification	
<p><b>Experience &amp; Qualifications</b></p> <ul style="list-style-type: none"> <li>• Minimum of 6 years working experience in compliance or related field ( Financial) of which 3 should be in Management role</li> <li>• Postgraduate degree is a plus</li> <li>• Bachelor’s degree in any related filed</li> </ul>	

- History of leading at least 2 people in a previous work

**Skills, Capabilities & attributes**

- Strong leadership skills and persona
- Highly objective and Independent
- Achievement oriented, Innovative and creative
- Strong oral and written communication and presentation skills
- Good product intuition and strong analytical skills
- Ability to analyze and interpret information
- Critical problem solving ability
- Project management skills
- Proficient in Microsoft Office and advanced excel