



VACANCY ANNOUNCEMENT

4 Compliance Officer (3 based in the region)

Function: Compliance

Reports to: Manager Compliance

Purpose of the role: To monitor, evaluate and ensure compliance with operating procedures, processes, guidelines and to champion improvement, rationalization and reengineering of work flow in bank's business units

Key Result Areas:

- Conduct compliance monitoring in the region through routine compliance checks, special reviews and spot checks when required, in line with compliance annual work plan.
 - Actively participate in process re-engineering and other project meetings where invited to provide subject matter expertise on regulatory and statutory requirements.
 - Provide compliance support and training to staff at business units in the region in line with the bank's compliance training program.
 - Monitor new regulatory and industry developments and cause timely update of relevant bank manuals in respect to the new developments.
 - Monitor agreed action plans in respect of all audit/regulator findings in the region are finalized and tracked to resolution.
 - Provide relevant, accurate and updated information on request or agreed timelines to compliance manager for inclusion in various stakeholder reports.
 - Submit detailed monthly reports of compliance activities covered at region to Manager Compliance.
 - Enforce compliance with the tariff guide.
 - Formulates work flow processes for new products and services
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- Ensure follow up and tracking of audit issues raised with relevant branches and head office departments for resolution.
 - Ensure closure of all open issues concerning compliance that are highlighted by internal and external auditors.
 - Assist Manager Compliance in the review of organizational policies and procedures in line with the changing bank risk profiles.

Minimum requirements:

- A good University degree from a recognized institution with a minimum of 2 years relevant work experience in the Operations or Credit departments of the bank.
- Demonstrated Leadership skills and team player.
- Strong analytical power and an eye for detail
- Practical creativity, innovative thinking and report writing skills a MUST

- High level of integrity and ethical standards, confident and able to work independently
- Knowledge of bank procedures as well as bank products and services
- Results oriented and able to meet deadlines.