



Job Title: Compliance Executive  
Business Unit: Legal, Risk & Compliance Department  
Report: Head of Legal, Risk & Compliance

### Job Summary

The Compliance Executive assists the Legal and Compliance team in performing established compliance-related duties.

### Main Responsibilities

- Performing compliance audits and ensure the proper representation and communication of findings/data to relevant departments to ensure compliance with procedures, rules and regulations.
- Conducting daily compliance searches of high-risk individuals through independent and publicly available platforms and performing business risk assessments of such high-risk transactions.
- Handling requests including attachment/disclosure orders from law enforcement and regulatory bodies to ensure compliance with relevant laws, guidelines, and regulations.
- Periodically monitor the list of High Risk individuals & corporates.
- Escalate all compliance breaches to the supervising officer and assist in the investigations and enforcement of any remedial actions, which may include disciplinary actions.
- Provide guidance and advice on compliance related issues.
- Assist in the drafting and review of internal policies or related documents.
- Assist in the implementation of AML/CFT compliance programmes including reporting and proper maintenance of records.
- Assist in communications and applications to regulators & regulatory authorities under the supervision of the supervising officer.
- Assist in the preparations and performance of AML/CFT awareness campaigns & trainings.
- Performing timely filing of compliance-related documents.
- Any other cognate duties assigned by the reporting line.

## Job Requirements

- Degree in Law and/or holding a recognized professional qualification or ongoing studies in a similar field would be an advantage.
- At least 2 years of experience in a similar position.
- Highly motivated, proactive, and dynamic person
- Good Communication skills, verbal and written in English and French
- Accuracy and attention to details
- Well versed with MS office tools (including Word, Excel and PowerPoint)

The company reserves the right to call only the qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.