



# Job Description

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<b>Job Title</b> Compliance Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Finance Services
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Finance Services: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Compliance Manager will be responsible for overseeing implementation, conducting internal inspections, and communicating with relevant stakeholders. Visiting field areas to ensure that agreed procedures are being implemented, carry out process reviews, adapt plans based on feedback, and maintain records of compliance practices.

## Responsibilities

### Regulatory Compliance:

- Ensure the organization complies with all regulatory requirements, particularly those outlined by the Bank of Tanzania and the Financial Intelligence Unit (FIU).
- Monitor changes in laws, regulations, and industry practices to keep the company up-to-date on compliance requirements.
- Implement and oversee compliance audits and internal control processes to identify risks and mitigate regulatory breaches.

### Policy Development and Implementation:

- Develop, update, and implement the company's compliance policies and procedures.
- Provide training to staff on regulatory compliance, anti-money laundering (AML), and the prevention of fraud.

### Risk Management:

- Identify compliance risks associated with the company's operations and develop strategies to mitigate those risks.
- Perform risk assessments to anticipate potential issues and develop corrective measures.

### Reporting and Liaison:

- Prepare and submit regulatory reports to authorities such as the Bank of Tanzania and other stakeholders.
- Act as the primary point of contact for regulatory bodies, auditors, and external stakeholders.
- Report any compliance issues or breaches to senior management and recommend corrective actions. Prepare reports to communicate outcomes of quality activities.
- Report on country compliance activities and major incidents as company compliance policy in a timely manner according to the schedule set by company Compliance.

- Ensure the correct and accurate recording of all mandatory information and documents necessary for the proper and effective implementation of the Company's applicable compliance policies and guidelines.

#### **Staff Training and Support:**

- Design and deliver training programs on compliance-related topics such as KYC (Know Your Customer), AML, and ethical conduct.

#### **Develop internal audit methodologies and procedures:**

- Provide regular updates to the Internal Audit Manager, and ensure continuous compliance with quality and industry regulations.

#### **Perform any other duties that may be assigned by the CEO.**

### **Education & Qualifications**

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- Bachelor's degree in Law, Finance, Risk Management, or related field.
- A master's degree or professional certification (e.g., Certified Compliance & Ethics Professional (CCEP), Certified Anti-Money Laundering Specialist (CAMS)) is an added advantage.

### **Requirements**

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- Minimum 5 years of experience in compliance, risk management, or internal auditing in a financial institution, preferably within the microfinance or banking sector.
- Strong understanding of microfinance operations, Tanzania's financial regulatory framework, AML/CFT regulations, and financial crime prevention.
- Strong computer skills including Microsoft Office and Database, Knowledge of Tools, concepts and methodologies of Quality Assurance.

### **Driving Licence**

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Not Required

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