



Job Description

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|--|--------------------------------------|------------------------------|
| Job Title Due Diligence Analyst | Job Location Dar es Salaam | Category - |
| Job Type Full Time | Job level Intermediate | Industry Oil & Gas |
| Open to Expatriates Only Open to Tanzanian Nationals | | |

Minimum Requirements

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|--------------------------------|------------------------------|---|
| Min Budget - | Max Budget - | Primary Industry Oil & Gas: 4 Years |
| Secondary Industry - | Primary Category - | Secondary Category - |
| Certificate - | Qualification - | |

Summary

The **Due Diligence Analyst** will ensure robust KYC processes, conduct risk assessments, validate compliance files and support commercial teams in maintaining strong regulatory compliance. The role is key in safeguarding the business against compliance and reputational risks.

Responsibilities

- Conduct comprehensive KYC assessments for counterparties, validating identity, ownership, legitimacy, operational existence and risk indicators.
- Perform deep-dive due diligence by cross-verifying information from multiple databases, registries, financial documents, sanctions resources and online intelligence.
- Review compliance files to ensure completeness, accuracy and adherence to internal policies and regulatory requirements.
- Identify, escalate and document any red flags, inconsistencies, sanctions hits or suspicious indicators to Compliance Management.
- Perform sanctions screening across international frameworks (US, EU, UK, CH) and interpret screening results with analytical precision.
- Prepare detailed due diligence reports summarizing findings, risk categorization, recommendations and any required escalation.
- Maintain up-to-date counterparty records in the internal KYC platforms, ensure version control and monitor renewal timelines.
- Support Sales teams by clarifying KYC requirements, onboarding expectations, compliance implications and documentation standards.
- Monitor local and global regulatory changes in AML, CFT, sanctions and compliance, recommending updates to internal processes.
- Participate in internal audits, regulatory inspections and compliance testing exercises.
- Collaborate with Legal, Procurement and Finance teams on cross-functional compliance checks and entity vetting.
- Train internal staff on KYC, due diligence processes, risk indicators and compliance tools.
- Ensure confidentiality, accuracy and ethical decision-making in all compliance assessments

Education & Qualifications

- Bachelor's degree in finance or law.
- Fluent in English.
- Strong analytical mindset, detail orientation, and problem-solving ability.
- Ability to explain complex compliance issues clearly.

Requirements

- Experience with KYC tools (e.g., World-Check, LexisNexis) is an advantage.
- Knowledge of AML/CFT regulations (optional).

Characteristics

- Integrity, self-awareness and leadership, risk awareness, and accountability.
- Applies strict ethical judgment and integrity when evaluating counterparties, ensuring decisions are fair, objective, and compliant with regulations.
- Takes full accountability for the accuracy, completeness, and reliability of KYC documentation and risk assessments.
- Monitors regulatory updates, sanctions changes, and emerging compliance risks to identify issues early.
- Analyzes data from multiple sources to detect patterns, inconsistencies, or red flags requiring escalation.
- Adapts quickly to new regulations, tools, workflows, and changing risk environments.
- Uses creative, structured problem-solving to assess unclear cases, resolve documentation gaps, and strengthen due diligence processes.

Reporting To

Company Counsel

Driving Licence

Not Required

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