



Job Description

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Job Title TL Regulatory Compliance & Global Advisory	Job Location Dar es Salaam	Category Audit
Job Type Full Time	Job level Intermediate	Industry Finance Services, Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Finance Services: 1 Years
Secondary Industry Banking: 1 Years	Primary Category Audit: 1 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The main purpose of this job is to assess the efficiency and effectiveness on implementation of compliance internal controls systems in banking operations for the purpose of complying with regulatory requirements and support management in building a robust compliance culture based on ethical standards of behaviour and thus contributing to effective corporate governance.

Responsibilities

FINANCIAL:

- The job purpose is to help the company retain the income made by ensuring that revenue is protected against potential frauds, imposed financial penalties, or loss of reputation due to unscrupulous business practices.

PRINCIPAL ACCOUNTABILITIES:

- Conduct and Compliance Quality Assurance Review & Oversight Review of Quality Assurance Desk for SBU's including Independent Testing of transactions screening.
- Coordinate policy creation process and ensure Bank policies and procedure Manuals/ SOPs are reviewed periodically and approved by the Board.
- Monitor Staff Attestation to Anti Bribery & Corruption, Code of Conduct, Declaration of linked/related staff accounts.
- Carry out a review to assess the level of compliance with the regulatory requirements and the Bank's approved procedures.
- Conduct Compliance training and Monitor other Compliance Trainings
- Create awareness on Compliance related risks through training activities in Strategic Business Units.
- AD-hoc - Training activities and awareness creation in branches on KYC/AML/CFT, financial crime detection, ethics, regulatory pronouncements, Code of Conduct, Corporate Governance.
- Review of all newly approved SOP to see if there is any change in the compliance process or if there is a new compliance process added to the function.
- Prepare Quarterly Staff Conduct Report to the HR.
- Monitoring of the bank's ICAAP indicators.
- Communicate the changes as well as new Compliance Function in compliance process of that function to the compliance partner of the SOP owner.
- Perform Anti Bribery & Anti Corruption (ABC) Risk Assessment.
- Review of Gift declaration portal.
- Render Whistleblowing Returns to KPMG.
- Review of all newly approved and old Job function list to determine where there is an SOP guiding it or not.

- Monitoring the type of Audit/Examination that takes place in Group Office and Rendition of return to BoT on status of implementation of external auditors' recommendations in the Management letter.
- Monitor Control Log Update and ensure All Audit Exceptions are resolved timely and Reports to EXCO and Group Compliance is done timely.
- Review & update of Regulatory Intelligence Register.
- Design a blueprint that will proactively and significantly improve the relationship between the Bank and Regulators, Legislators and LEAs. The Bank is expected to leverage on the relationship to stay out of trouble with Regulators as well as gather intelligence on the direction of future regulations. Plan visit to Regulatory and Law Enforcement Agencies. Organize workshops, conferences, seminars etc. Forge healthy partnership with Regulators.
- Coordinate all management and staff invites to law enforcement, legislators and regulatory authorities. Establish healthy partnership with Regulators and law enforcement. Receive letter of invite from LEA / Legislators and liaise with the concerned staff promptly. To show the number of outstanding LEA letters yet to be attended to by the responsible officers.
- Respond to enquiries from regulator, legislators, Tax authorities, and other government agencies. Communicating with stakeholders i.e. regulatory bodies and other government agencies on compliance related issues.
- Compliance Matrix Report, ECO and Stakeholders Regulatory Meeting (Track Deliverables from stakeholders meeting).
- Ensure New prudential Regulations/ Laws or requirements as well as Regulatory changes and updates are communicated to relevant business stakeholders and implemented accordingly.
- Ensure Rule Book reviewed and Updated Regularly.
- Monitor Regulatory Penalties and Sanctions and reporting to management.
- Review of PNC and PND on Accounts Received from Regulators/LEA.
- Update of regulatory returns checklist.
- Perform Compliance Risk Assessment.
- Regulatory engagement and monitoring of rules, policies and circulars.
- Assist the Head of Conduct & Compliance with various Compliance assignments including preparations of Compliance reports to the Board Audit, Risk and Compliance Committee, and monthly reports to Group and EXCO.
- Coordinate and implement the approved compliance Annual plan inline monthly prescribed activities and ensure all issues identified during compliance monitoring are discussed and agreed with the respective Head of department.
- Represent compliance function at various departmental meetings in order to build culture of effective corporate governance.
- Identify new regulatory returns and update the regulatory returns checklist. Ensure timely rendition of regulatory returns bank wide.

Education & Qualifications

- University Degree/ advanced diploma in law/ banking/ economics/ finance or equivalent qualifications.

Requirements

- Preferably banking or Auditing experience of at least 1 year.
- Good understanding of Compliance Risk Management
- Good knowledge of bank Accounting, operational procedures, and operating systems
- Good knowledge and understanding of applicable Banking regulatory requirements and banking laws
- Basic understanding of the Core Banking System, bank's products, all bank policies, operational procedures, and operating systems with knowledge of the controls and procedures on branch operations. Applicable regulatory requirements and banking laws
- Good skills on performance management and effective risk management and be able to promote a strong risk management culture

Characteristics

- Standard computer literacy
- High degree of communication and interpersonal skills, attention to detail, time management
- Planning and organising skills
- Intellectual and analytical skills

Reporting To

- Head; Conduct & Compliance

Driving Licence

Not Required

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