

# Exciting Career Opportunities

## Compliance Officers

**Reporting to: Head of Compliance**

**Business Unit: Compliance**

**Location: Lusaka**

### Job Purpose

To partner with the business to raise the profile of compliance in the bank, proactively and constructively assist business to manage its responsibility to comply with all relevant legislative requirements, business policies and industry frameworks. Minimise compliance risks through the application of risk management principles, processes and procedures.

### Key Outputs & Responsibilities

#### 1. Strategic alignment

- Ensure compliance issues in the Bank are appropriately identified and resolved/escalated
- Participate in and support Management and the Board to manage compliance risks

#### 2. Regulatory reporting and Interaction

- Maintain professional working relationships with regulators and other banking industry stakeholders
- Ensure receipt and submission of routine governance reports on the Bank's status of compliance

#### 3. Operational oversight

- Conduct business reviews and, in situations of non-compliance, manage the escalation process (as per policy) to ensure action is taken by business to mitigate non-compliance issues raised.
- Provide advice to business on compliance

and implementation of controls, including control effectiveness and adequacy assessments

- Provide input into the design of new products, product lines, services and 3rd party product / service procurement to ensure compliance rules and standards are followed
- Provide oversight and sign-off of customer awareness and staff compliance training plans

#### 4. Stakeholder engagement

- Build professional stakeholder relationships, displaying excellent abilities to listen, advise, influence, negotiate and present at all levels.

#### 5. Effective teamwork, self-management and alignment with group values

- Plan and manage own workflow, anticipating obstacles, juggling priorities and following through on objectives within agreed time-frames and according to quality standards

### Education Requirements

- Grade 12 School Certificate with 5 credits, English and Mathematics inclusive.
- Degree in law, Business, Audit, Risk management or similar; relevant post-graduate qualification in Compliance related field (advantageous)

### Experience, Skills & Knowledge

- Minimum of over 3 years' compliance related experience with substantial exposure to Compliance Risk Management
- Must meet "fit and proper" requirements of a Compliance Officer as prescribed by local regulators
- Proficiency in MS Office Word (word, excel, power point and outlook)

Interested Applicants who meet the job requirements should email their CV's to e-mail address [Jobs-zm@bancabc.com](mailto:Jobs-zm@bancabc.com) Please note that only shortlisted candidates will be contacted. Clearly state the position you are applying for as the subject. **Closing date: Thursday, 14<sup>th</sup> November, 2019**