




Kush Bank



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JOB PROFILE

Job Title:	Company Secretary	Reports To:	Board of Directors/ CEO
Department/Group:	Legal, Compliance and Risk	Direct Reports:	Chairman of the Board
Job Type	Fixed Term Renewable	Indirect Reports	
Location:	South Sudan	Travel Required:	YES
Grade:	Grade 6	Date:	29/04/2025
Role Summary			
The Company Secretary will oversee legal risk and compliance, Anti-Money Laundering (AML) compliance, and corporate governance for Kush bank in South Sudan. This role requires an experienced legal professional with a deep understanding of banking regulations, AML laws, and corporate governance to ensure the bank's adherence to legal and regulatory requirements while managing risks effectively			
Key Accountabilities (Duties and Responsibilities)			
Perspective	% Weighting	Output	
Legal Management 	40%	<ul style="list-style-type: none">Develop and implement the bank's legal strategies and ensure alignment with overall business goals.Provide legal advice to the board of directors and senior management on corporate governance, regulatory compliance, and risk management.Draft, review, and negotiate contracts, agreements, and other legal documents to protect the bank's interests.Manage litigation and dispute resolution processes, representing the bank in legal proceedings as necessary.Ensure compliance with all applicable laws, regulations, and corporate governance standards.	
Compliance Management	20%	<ul style="list-style-type: none">Develop and implement the bank's compliance programs to ensure adherence to legal and regulatory requirements.Monitor changes in laws, regulations, and industry standards, and update compliance policies and procedures accordingly.	

		<ul style="list-style-type: none"> • Conduct regular compliance audits and assessments to identify and address potential compliance issues. • Provide training and guidance to employees on compliance-related matters, fostering a culture of compliance within the bank. • Report compliance status and issues to the board of directors and senior management, making recommendations for improvement. • Develop and implement risk mitigation strategies and action plans.
<p>Risk Management</p>	<p>20%</p>	<ul style="list-style-type: none"> • Develop and implement the bank's risk management framework, ensuring effective identification, assessment, and mitigation of risks. • Conduct regular risk assessments to identify potential risks and develop strategies to manage them. • Monitor the bank's risk exposure and ensure that risk management practices are integrated into all business processes. • Provide risk management training and support to employees, promoting a risk-aware culture within the bank. • Report risk management activities and findings to the board of directors and senior management, making recommendations for improvement.
<p>Corporate Governance</p> 	<p>20%</p>	<ul style="list-style-type: none"> • Ensure the bank's corporate governance practices are in line with best practices and regulatory requirements. • Organize and manage board and committee meetings, ensuring proper documentation and compliance with corporate governance standards. • Facilitate effective communication between the board, management, and shareholders. • Maintain and update corporate records, including minutes of meetings, resolutions, and statutory registers. • Advise the board of directors on corporate governance matters, ensuring they are aware of their legal and regulatory obligations.
<p>Job Specifications</p>		
<ul style="list-style-type: none"> • Bachelor's degree in Law, Business Administration, or a related field (required). • Professional certifications such as CAMS (Certified Anti-Money Laundering Specialist) or similar (preferred). • Master's degree in Law, Business Administration (MBA), or related field (preferred). • Minimum of 10 years of experience in legal risk management, compliance, and AML, with at least 5 years in a senior leadership role within the banking or financial services industry. • Proven track record of managing complex legal and compliance programs. 		

- Strong leadership and strategic planning skills.
- Excellent understanding of legal risk management, compliance, AML regulations, and corporate governance.
- Exceptional analytical and problem-solving abilities.
- Strong communication and interpersonal skills.

Technical Competencies

- Deep understanding of banking regulations, corporate governance, and compliance requirements.
- Expertise in identifying, assessing, and mitigating legal and compliance risks.
- Proficiency in Anti-Money Laundering laws, Know Your Customer (KYC) procedures, and suspicious activity reporting.
- Skills in drafting and reviewing legal documents, contracts, and compliance policies.
- Experience in managing internal and external audits, including compliance and risk assessments.

Behavioral Competencies

- Governance and Compliance
- Excellent Communication and Interpersonal Skills
- Highly organized with great administrative skills
- Meticulous attention to detail
- Uphold high ethical standards and confidentiality
- Acts with transparency and integrity in all corporate matters
- Handle sensitive issues and crises effectively

This position is open to qualified South Sudanese candidates exclusively. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by May 20th, 2025 through recruitment@kushbankss.com or hand-deliver your application to Kush Bank Konyo Konyo Offices, Opposite Juba City Council

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applicants will be contacted

