



Stanbic Bank

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Approved
MOL
Capital 19/7
2024

Stanbic Bank
South Sudan

Officer, Compliance Governance

J o b D e s c r i p t i o n



JOB INFORMATION

Job Description Name: Officer, Compliance.
 Recommended Position Title: Officer, Compliance.
 Job Grade: SBG 9
 Reports to: Manager, Compliance.
 Job Code: 60050029
 Job Family: Compliance
 Sub-function: Business Enablement
 Target Group: Internal & External

COMPANY DESCRIPTION

Stanbic Bank Group is a leading Africa-focused financial services group and an innovative player on the global market that offers a variety of career enhancing opportunities -plus the chance to work alongside some of the sector's most talented, motivated professionals. Our clients range from individuals to businesses of all sizes, high net worth families and large multinational corporates and institutions. We are passionate about creating growth in Africa, bringing true meaningful value to our clients and the communities we serve.

Stanbic Bank Limited is seeking to recruit a qualified South Sudanese for the position of Officer, Compliance.

JOB PURPOSE

To analyse, interpret and report on all streams of internal and external data to the Head of Compliance and the Compliance Management Team in order to facilitate strategy formulation and effective decision making.

JOB FUNCTIONS

Essential Functions

- Analyse incoming documentation and highlight / escalate key matters, issues and requirements to the Compliance Management team to ensure prompt action and resolution of issues.
- Collaborate with the Compliance Manager and the Compliance team to enable tracking and monitoring of the successful implementation of strategic and operational projects and activities from compliance perspective.
- Collect and analyse data to provide reports containing sufficient level of detail to enable effective decision-making.
- Consolidate information from the Compliance Managers and prepare presentations for the Compliance monthly meetings, including tracking action items such as closure of BoM Audit Issues, Internal Audit Issues, and Compliance Monitoring Issues, to ensure effective implementation of actions that could mitigate the risks to the business.

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Essential Functions

- Develop and implement measures that will ensure Compliance data is readily available and easily interpreted to enable informed decisions at Management level.
- Escalate complex matters to the appropriate areas, stakeholders and Forums for prompt decision-making and action to ensure that satisfactory resolution happens quickly.
- Participate in and coordinate Compliance Risk Forums, including but not limited to drafting of minutes and the agenda as well as noting and tracking of action items to ensure successful and effective functioning of the Forums.
- Prepare and submit Compliance reports to the various Governance Forums including; ORCC, BAC, CE's Office, AR Compliance & GFCC, Bank Of Mauritius (BOM), Financial Intelligence Unit (FIU), Financial Services Commission (FSC) and Ombudsperson to ensure compliance to regulatory requirements.
- Prepare presentations, dashboards and reports as required by the Compliance Manager and the Compliance team to ensure meeting the requirements from business.
- Provide suitable management reporting and business analytics support to the Compliance Manager and the Compliance team in line with defined performance metrics to enable effective decision-making.
- Cascade changes in AML/ CFT requirements to teams and identify compliance challenges and escalate the same to the Manager, Compliance.
- Conduct AML/ CFT Compliance training. This entails:
 - Compile the annual training plan and submit to the Manager, Compliance by 31st December of each calendar year.
 - Conduct at least two training sessions for branches per calendar year focusing on Compliance, AML/ CFT.
 - Escalate to the Manager, Compliance any true matches generated from the screening for reporting to the Financial Intelligence Unit.
 - Conduct back testing to ascertain that AML/ CFT controls at branches are working as required.
 - Maintenance of records related to AML/ CFT duties specified above including training records, review reports for back testing, supporting documents used to resolve alerts, legal briefs, and review of contracts as may be assigned thereto etc.
 - Basic skills in preparing legal briefs on new/upcoming legislations /regulations /guidelines and/or drafting company documents including but without limitation to contract reviews
 - On-going awareness of regulatory requirements related to banking.
 - In liaison with business units, conduct bi-annual review of customer categorization to ensure accuracy in categorization.
 - Participate in preparation of Regulatory Universe (RU) and Compliance Risk Management Plan (CRMP) annually.

Working condition

- Job may involve travel i.e. local, regional and international.
- Job holder must be willing to work outside normal working hours.
- Be ready to take additional roles at any given time.



QUALIFICATIONS

Education

Type of Qualification	Field of Study	Required/Preferred	And/Or
Bachelor's Degree	Commerce or Computer Science	preferred	

Education

Type of Qualification	Field of Study	Required/Preferred	And/Or
Bachelor's Degree	Business administration	Required	

Work Experience

Experience	Experience Details	Required/Preferred
1-5	Experience in compliance and anti-money laundering (AML) / Combating the Financing of Terrorism (CFT), data analytics and the interpretation and operationalization thereof is essential.	Required
1-5	Experience in the analysis of Compliance Risk as well as anti-money laundering and Combating the Financing of Terrorism (CFT) indicators and trends and should be able to conduct qualitative assessment of peer/subordinate work.	Required
Total number of year's experience	5 years	

Behavioural Competencies - Essential

Behavioural Competency	Description
Articulating Information	Is articulate in giving presentations; is eloquent and explains things well; projects social confidence when articulating information
Conveying Self-Confidence	Is self-assured and projects inner confidence; is confident and determines own future; values own contributions
Documenting Facts	Writes fluently when documenting facts; understands arguments logically; focuses on finding facts
Establishing Rapport	Builds rapport and puts people at ease; is engaging and welcomes people; finds it easy to make friends
Following Procedures	Conforms and adheres to rules; closely follows instructions and procedures; minimises risks by sticking to processes
Interacting with People	Is lively and projects enthusiasm; is talkative in making contact; is focused on interacting and networking with people
Interpreting Data	Interprets data rationally by quantifying issues; applies technology as a means to evaluating data; evaluates information objectively.
Managing Tasks	Manages tasks by being organised and methodical; plans activities systematically; sets priorities for tasks
Meeting Timescales	Is target focused and meets deadlines; is punctual and keeps to schedule; is reliable in finishing tasks
Providing Insights	Is focused on continuously improving things; provides insights by identifying key issues; makes intuitive judgements



Behavioural Competencies - Essential

Behavioural Competency	Description
Team Working	Works participatively with others; is democratic and encourages team contributions; collaboratively involves others in decision-making
Upholding Standards	Behaves ethically and justly; is discreet and maintains confidentiality; meets commitments by acting with integrity

TECHNICAL COMPETENCIES

Competency	Level	Competency Description
Compliance	1. Basic	The ability to interpret regulations and laws that apply to the business and to provide information to business on how to comply.
Evaluating Risk Management Effectiveness	1. Basic	The ability to determine if risk management and control measures are achieving the desired results and mitigating risks at the expected level.
Risk Acceptance	1. Basic	The ability to facilitate a formal acceptance process of reviewing and accepting residual risk, depending on the outcomes of risk identification and measurement.
Risk Awareness	1. Basic	General awareness of risk management practices in a financial services organisation.
Risk Management	1. Basic	Demonstrates knowledge and understanding of risk management methodologies, tools, governance structures and regulatory requirements for good management of risk.
Risk Reporting	1. Basic	The ability to prepare quantitative and qualitative analysis on the risk landscape in the business including interpretation and analysis for use by business users.

Contact with Others

Contacts Description	Builds and maintains healthy relationships with stakeholders across the entire business and across all levels, including the senior management team. Regular interaction and communication with external regulatory bodies.
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Application Process

- Qualified and interested candidates for the position should submit/deliver copies of their application letter, CV with at least three referees, Other accompanying academic documents, and a copy of South Sudanese Nationality ID/Certificate to; Head, People and Culture Stanbic Bank Limited, West Yat Business Center, Airport Road, Tong Ping, POBOX 630, Juba South Sudan not later than 9th August 2024 at 5:00pm local time.

NOTE.

- Stanbic Bank is an Equal Opportunity Employer.
- This position is open to South Sudanese Nationals only.
- We thank you for your interest to work with Stanbic Bank Limited, however note that only shortlisted candidate shall be contacted for interview.
- Applications submitted are **NOT** returnable