



<b>JOB TITLE</b>	<b>RISK AND COMPLIANCE OFFICER</b>
<b>REPORTS TO</b>	<b>ASSISTANT MANAGER – RISK AND COMPLIANCE</b>
<b>JOB PURPOSE:</b> The role is responsible for supporting the identification, assessment, mitigation, reporting, and monitoring of enterprise risks, including compliance with Anti-Money Laundering (AML), Combating the Financing of Terrorism (CFT), and Business Continuity Plans (BCP). It ensures adherence to regulatory requirements, corporate governance standards, and industry best practices.	
<b>KEY TASKS, DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Co-develop and maintain the company's enterprise risk management strategy.</li><li>• Conduct comprehensive risk assessments across business and functional areas in line with the risk management framework.</li><li>• Develop and implement systems, policies, and procedures for identifying, collecting, and analyzing risk-related information.</li><li>• Evaluate the adequacy and effectiveness of controls to ensure identified risks are appropriately mitigated at departmental and process levels.</li><li>• Maintain risk registers and assist management in tracking progress on risk mitigation action plans.</li><li>• Collaborate with departments to identify, quantify, mitigate, and monitor operational and financial risks.</li><li>• Monitor risks and communicate relevant information to stakeholders to ensure the effectiveness of the enterprise risk management strategy.</li><li>• Review new and ongoing products to ensure they undergo comprehensive risk assessments before implementation.</li><li>• Facilitate awareness and training programs on risk management, controls, and compliance activities.</li><li>• Prepare monthly, quarterly, and ad hoc risk and compliance reports as required.</li><li>• Coordinate Anti-Money Laundering (AML), Data Protection, and other regulatory compliance activities.</li><li>• Implement and maintain effective internal controls to prevent and detect compliance violations within insurance operations.</li><li>• Ensure business units comply with applicable regulations through continuous monitoring and review of legislation, internal policies, and controls.</li><li>• Identify, assess, control, and enforce compliance risk management across the organization.</li><li>• Detect, report, and follow up on suspicious transactions.</li></ul>	



- Stay updated on industry regulations, compliance requirements, and best practices.
- Review and maintain the business continuity program, ensuring regular tests, updates, and alignment with policies and frameworks.
- Identify areas of weakness in business continuity and recommend remedial measures in consultation with relevant stakeholders.

### **KEY COMPETENCIES**

- In-depth knowledge of the financial services industry.
- Strong analytical, organizational, and problem-solving skills.
- Personal attributes: integrity, dependability, initiative, results-orientation, creativity, and strong interpersonal skills.
- Effective verbal and written communication skills.
- Proactive in staying updated on regulatory developments.
- Knowledge of automation in risk management.
- Competence in data analytics.

### **REQUIREMENTS**

- Bachelor's degree in Insurance, Finance, Accounting, Risk, Compliance, Law, or a related field.
- Risk certification or equivalent professional qualification.
- Membership in a relevant professional body is an added advantage.
- 3-5 years of experience in risk management or compliance.

### **HOW TO APPLY:**

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Monday, February 2, 2026**.