JOB DESCRIPTION

POSITION: CHIEF COMPLIANCE OFFICER

PRIMARY PURPOSE OF THIS POSITION

The Chief Compliance Officer need to provide an effective compliance risk management framework and appropriately resourced specialized regulatory compliance support to Bank Windhoek. The Chief Compliance Officer need to lead the Compliance Functions within Bank Windhoek providing strategic direction and focus and need to develop Bank wide compliance coverage plans and achieve the Compliance Function’s targets.

KEY PERFORMANCE AREAS

- Establish and continuously improve a consistent operating framework for the identification, management, monitoring and reporting of Compliance risks and issues.
- Responsible for ensuring that the operating framework meets internal and statutory requirements.
- Develop an appropriate and effective compliance officer training strategy.
- Develop and appropriate compliance communication strategy and facilitate the implementation across Bank Windhoek.
- Responsible for the review, challenge and roll-out of Compliance Policies and standards.
- Participate in industry bodies to ensure alignment of Compliance methodology and influence national trends in Compliance Risk Management.
- Develop valued and value-for-money advice and guidance to business units and management on all compliance issues.
- Report to relevant governance committees such as Bank Windhoek Executive Management Committee; Board Audit Risk and Compliance Committee, Bank Windhoek Board and Bank Windhoek Holdings Ltd.
- Promote a compliance culture throughout Bank Windhoek.
- Ensure that internal policies do not contravene current and/or proposed legislation, rules and regulations.
- Monitor that policies are applied consistently across business units.
- Determine the impact of current (Banking Institutions Act, etc.) and new legislation (Credit Act, etc.), rules and regulations on Bank Windhoek, its current/new projects and current/new products.
- Assist Line Management to comply with applicable statutory, regulatory and supervisory requirements and to avoid sanctions related to market conduct.
- Evaluate new laws and regulations and stay abreast of all legislative and regulatory developments both locally and globally that might have an impact on the Bank.
- Monitor non-compliance and escalate any issues where non-compliance is not addressed.
• Liaise with Risk Management and Internal Audit on risk related issues, as well as non-compliance with internal policies, legislation, rules and regulations.

CORE COMPETENCIES
• Logic thinking /reasoning
• Leadership and management skills
• Emotional maturity
• Self-starter and dedicated
• Teamwork
• Assertive
• Observant
• Convincing

EXPERIENCE/KNOWLEDGE & SKILLS
• Minimum of five to seven years experience in compliance preferably including a combination of banking, regulatory, consultancy/professional.
• A general knowledge and understanding of banking, as well as legislation, rules and regulations impacting banking.
• Good computer literacy knowledge of MS Word, MS Excel and MS Outlook.
• Ability to communicate effectively, verbally and in writing, to clearly express logically reasoned ideas.
• Ability to think clearly and assess matters quickly and to solve problems with the minimum fuss and time
• Ability to make/take calculated decisions and to think forward and act accordingly.
• Knowledge of sourcing information (including internet).
• Ability to influence Senior and Executive Management

QUALIFICATIONS
• Law degree or CA degree is required
• Member of the Compliance Institute in South Africa (CISA) and a certificate in Compliance Management would be a distinct advantage.