

## TERMS OF REFERENCE (TOR)

<b>Post:</b>	Shariah Compliance Officer
<b>No of Vacancies:</b>	01
<b>Post Type:</b>	Full time
<b>Department:</b>	SDFC Islamic Department
<b>Reporting to:</b>	Manager - SDFC Islamic

### Key Tasks, Responsibilities, and Deliverables:

- Ensure Shariah Compliance in day-to-day business activities and documentation of Islamic Window.
- Ensuring all the transactions, activities, services, and investments within the Islamic window adhere to Shariah principles and guidelines.
- Attend and clarifications sought by clients and business units in relation to Shariah compliant business and its products.
- Perform research on Shariah aspects for each product before its presentation to the Shariah Committee for decision.
- Reviewing credit memos, sanction documents, and agreements and ensuring they are in compliance with the guidelines and resolution of the Shariah Committee.
- Report any Shariah non-compliance events observed with relevant departments.
- Coordinate and resolve such events as per the guidelines of the Shariah Committee.
- Conduct assessment of Shariah compliance in the activities and operations of the Islamic window including policies, procedures, documentation, and process requirements.
- Conduct the Shariah review of relevant business units and Shariah compliant business operations as per the resolutions issued by Shariah Committee and guidelines issues by Shariah Council of MMA.
- Compile, prepare, and communicate review findings with relevant stakeholders.
- Support in preparing management accounts/reports, board memos, and statutory and regulatory reporting requirements.
- Assist in identifying training requirements of staff in relation to its Shariah compliant business and provide support in preparing and delivering required training sessions.
- Assist to fulfill statutory and regulatory requirements in obtaining various approvals, permissions, and licenses from relevant authorities.
- Any other duties that may be assigned from time to time.

### Requirements and Qualifications:

- Minimum MQA level 7/8 qualification in relevant field (Islamic Economics, Islamic Banking/Finance, Shariah/ Shariah & Law, Fiqh Muamalat).

**Competencies required:**

- Superior attention to detail in addressing Shariah Compliance events.
- Strong moral code and sense of ethics.
- Analytical and research approach and proactive attitude in managing issues.
- Excellent interpersonal and communication skills including verbal and written, with a strong emphasis on report writing and presentation capabilities.
- Ability to work independently with minimum supervision.
- Creative problem-solving skills.
- Proficiency in Microsoft Office applications.
- Strong time management and organizational skills and ability to meet deadlines.
- Familiarity with trade, economic development, and MSME sector in the Maldives.

**Remuneration Package:**

- Negotiable depending on the Qualification and Experience.

**Other benefits:**

- Health Insurance as per company policy.
- Training and development opportunities.

**Working Hours:**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

**Documents required with the job application:**

- Complete and **up-to-date** Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts. **(all international certificates must be accredited by MQA).**
- Reference letters from current/ previous employers certifying **type of employment, job roles, and service period.**
- Recommendation letters from previous supervisors or employers (optional).

**How to Apply:**

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-shariah-compliance-officer> before **18<sup>th</sup> July 2023 at 14:00 PM.**

**Important notes to applicants:**

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified of the interview.

For inquiries, please contact us between 9:00 am to 14:00 pm via phone 3026015 / 3026018 or email at [careers@sdfc.mv](mailto:careers@sdfc.mv)