

## **TERMS OF REFERENCE (TOR)**

**Post:** Assistant Manager-Risk and Compliance

**Vacancies:** 01

**Post Type:** Full time

**Reporting to:** Managing Director

### **Key tasks, responsibilities, and deliverables:**

- Oversee implementation and development of the risk and compliance function towards best practices in a manner that ensures full compliance with local regulatory requirements.
- Updating and developing risk policies, managing, and refining a qualitative and quantitative risk reporting program which meets the needs of the applicable regulations and the Board.
- Carry out assessments to identify material individual, aggregate, and emerging risks in order to implement preventive / corrective strategies to address the risks
- Ensure that SDFC has a strong methodology for the identification, monitoring and control of all material risks.
- Assessing the risks and measure the corporation's exposure to them.
- Oversee the risk-taking activity across the Corporation.
- Monitor on a regular basis risk-taking activities and risk exposures in line with the Corporation's approved risk appetite.
- Monitoring and ensuring compliance to laws; and the regulations, rules and standards issued by regulators; policies and procedures of the Corporation; codes of practice promoted by industry; and internal codes of conduct applicable to the employees.
- Advise the Board and Senior Management, to ensure full compliance to the applicable policies and regulatory requirements of the Corporation.
- Collaborate with other departments, such as internal audit department, on major risks and non-compliance issues for audit and investigation.
- Submit mandatory reports to the relevant Authority by the given deadline.
- Develop a common understanding of risks and compliance across SDFC to promote a robust risk culture within SDFC through training and awareness.
- Ensuring that training and skills development of relevant staff are carried out for measuring and mitigating risks.

- Provide support on ad hoc requests as required by the Management.

### **Requirements**

- Bachelor's Degree in a related field (Preferably qualification relevant to risk management) with minimum 3 years' experience in compliance, legal and/or risk management. Or,
- Master's Degree in a related field (Preferably qualification relevant to risk management) with minimum 1 year experience in compliance, legal and/or risk management. Or,
- Minimum 6 years' experience in compliance, legal and/or risk management.
- Experience in Banking and Finance Industry (prior experience in compliance, legal and/or risk management will be an added advantage).
- A track record which demonstrates expertise in Risk Management identification, assessment and controlling in the banking or financial services would be an added advantage.
- Extensive experience in compliance area with proficient knowledge of laws, regulations in local context and in leading jurisdictions.
- Strong leadership and management skills.
- Strong knowledge of MS office tools including Microsoft Excel and PowerPoint.

### **Remuneration Package:**

- Gross pay between MVR 22,500 – MVR 23,500 depending on the Qualification and Experience.

### **Working Hours:**

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

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-assistant-manager-r-c> before **25<sup>th</sup> March 2021, 14:00hours**. Only short-listed candidates will be notified.