



NBP Fund Management Limited

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WE ARE HIRING

Head Of Compliance

Generic Role Description:

- Design policies and procedures to strengthen the compliance functions with respect to the requirements stipulated in Regulatory framework.
- Responsible for working to maintain an organization's legal and ethical integrity.
- Build system and controls that helps in proactive identification and removal of vulnerabilities in operational systems.
- Supervise systems and procedures designed to ensuring compliance with AML / KYC requirements; in particular, account activity reviews and investigations to identify unusual and suspicious patterns.
- To supervise Information Security team and manage risks involved in Alternative Delivery Channels.
- Design and supervise procedures to identify non-compliances with the company's internal policies and reporting to the CEO.
- Ensuring compliance with ethics policy and implementation of whistle - blowing procedures.
- To monitor and ensure timely completion and performance of projects within the company.
- Act as coordinator for regulatory inspections. Responding to regulatory findings, deficiencies and violations.
- Monitoring resolution of customer complaints.
- Conducting internal investigations of employee activities where there are violations of company policy or regulation.
- Maintaining effective documented compliance and security programs.
- Overseeing the records retention program, with appropriate attention to safeguarding customer Privacy.

Desirable Education, Skills, Knowledge And Experience:

- CA/ACCA/CFA Qualified
- 10 year of experience in the financial Sector.
- Preferably AMC experienced.
- Problem-solving and Excellent Communication Skills

Department: Compliance

Location: Head Office – Karachi

Deadline: 10th November, 2022

Interested and eligible candidates are required to share their resume at jobwatch@nbpfunds.com. Please also mention the position in the email's subject.

Ethnicity, Gender, Religion and Disability need not to be an obstacle to success. We encourage and promote representations from all segments of the society.