



Job Description

Functional Designation

Group Head, Compliance & HR (GH-C&HR)

Functional & Administrative Reporting

Managing Director

Basic Responsibility / Function

To lead, administer and supervise Compliance, Human Resources and Administration Divisions of the Company.

Roles & Responsibilities

A. Compliance Function:

GH-C&HR will have clear authority and unrestricted access to the information and personnel necessary to carry out his responsibilities being the Chief Compliance Officer (CCO) of the Company. GH-C&HR will be responsible to perform following functions as per the requirements laid down in Compliance Risk Management Guidelines of State Bank of Pakistan (SBP), Regulatory instructions pertaining to AML/CFT and PCICL internal policies:

- Formulation of Compliance Risk Strategy, Compliance Risk Policy and Compliance Program (CP) of the organization.
- Assist board/BRMC, Risk Review Committee (RRC) and MD/DMD in monitoring the entity-wide implementation of compliance program.
- Develop and implement a communications process to ensure laws, regulations, rules and policies are shared with relevant functions of the Company.
- Ensure that he remains aware of any organizational restructuring/developments or business processes reengineering to facilitate timely identification of new compliance risk. Direct participation and input to business functions on a product, service, process or activity through representation on relevant management committees will be ensured.
- Assessment of qualitative or quantitative indicators which may include, but are not limited to, trends in customer complaints, number of frauds and forgeries, repeated occurrence of observations/violations highlighted in regulatory inspections/assessments, increase in regulatory penalties and other enforcement actions, instances of litigation against company etc.
- Review new products and services (and marketing materials) to ensure compliance with applicable laws, rules, regulations and instructions.

- Active involvement with Company's Operational Risk Management functions for identification of any material breaches and to keep risk profile within acceptable limits.
- Develop, coordinate, and participate in training programs that focuses on the elements of the compliance program, and seek to inculcate a conducive compliance/risk culture in the Company.
- Liaise with SBP and serve as focal person on all matters pertaining to PCICL.
- Ensure that regulatory enforcement actions are implemented in letter and in spirit within given time frame and in manner as prescribed by the regulatory authority.
- Establish a close working relationship with all key executives of the Company to facilitate effective implementation of CP.
- Ensure dissemination of updates in regulations and compliance procedures to relevant business units, control units, MD/DMD and the Board (as the case may be).
- Inform SBP, on immediate basis, of any information regarding the Company, that is of some regulatory interest, including but not limited to resignation of key executive(s), any rumours about the Company on social media, major frauds, major litigation matters any investigation(s) by law enforcement agency (ies) etc.
- Ensure compliance of Guidelines and Regulations related to Money Laundering and Terrorist Financing.
- Ensure compliance of timely submission of accurate data/returns to Regulator and other agencies.
- Monitoring and reporting suspicious transactions to MD and other related agencies.
- Formulation and review of AML/CFT related policies as per regulatory instructions.
- Implementation of regulatory instructions related to AML/CFT and Proliferation Financing in letter and spirit.
- Conducting/coordinating training for all the Company's staff on periodical basis on AML/CFT.
- Coordination/Liaison with SBP's Inspection team before and after inspection of the Company, preparing points of contest on the basis of inspection team's findings for discussion with SBP's management

B. Human Resource Function:

Leads the Human Resource function of the company and formulate the company's HR Policies and Strategy in consultation with the Management. Overall responsibilities to be performed with respect to HR function, includes:

- To determine the long-term vision and HR strategy of the organisation in line with organizational vision and business plan.
- Developing corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc

- Review of HR Policy and Manual, and implementation of same in letter & spirit.
- Responsible for planning and executing the Human Resources budget.
- Planning, organizing, and controlling the activities and actions of the HR Division.
- Communication with other Group Heads and Departmental Heads on medium/long term Human Resource planning.
- Plan and execute employees' training and development initiatives.

C. Administration Function:

Responsible for property and office management of Head office, Branch office and Chinese Officials Residence, with following major responsibilities:

- Update Procurement, Disposal and Outsourcing Policies and Administration Manual of the Company and to present these same to Managing Director and the Board of Directors for approval.
- To ensure implementation of Administration related Policies and Manual.
- Preparation of annual budget for administrative expenses of the Company.
- Procurement of all goods and services for the Company and to ensure effective utilization of all assets and other resources.
- Engagement of reputed firms for Engineering, Security, Janitorial and other support services for the Company and overall monitoring of the quality of services provided by these firms.
- To oversee all day-to-day operations of Administration Division of the Company.

Qualification and Experience:

- The candidate should possess 16 years of education in Business Administration, MPA, Economics, Commerce, CA or an equivalent discipline, along with a minimum of 10 years of relevant professional experience in the financial sector, preferably with significant experience in regulatory compliance related role.

Skills Required:

- Comprehensive knowledge of banking laws, SBP's Regulations, SECP's requirement related to Corporate Governance, Prudential Regulations and international standards in banking sector.
- Leadership and interpersonal skills.
- Good oral and written communication skills.
- Good analytical skills.