

## Financial Intelligence Unit

### Employment of Head of Compliance

<b>Terms of Reference</b>	
<b>Position Title</b>	Head of Compliance (contract)
<b>Employment and Remuneration Package</b>	Employment will be on contractual basis and benefits comprise of an attractive remuneration package, which will be commensurate with qualifications and experience.
<b>Qualifications</b>	<p>Candidates should –</p> <ul style="list-style-type: none"> <li>(i) possess a Master’s degree in Accounting or Financial Regulations or Finance or Law.</li> <li>(ii) reckon at least 7 years’ experience in compliance work or financial/ auditing firm;</li> <li>(iii) have a strong IT background;</li> <li>(iv) have a very good leadership, inter-personal and communication skills;</li> <li>(v) have the ability to work under pressure and meet deadlines; and</li> <li>(vi) have a high degree of judgment and integrity.</li> </ul>
<b>Roles and Responsibilities</b>	To be responsible for the day-to-day management and provide technical leadership, direction and guidance to the Compliance Division of the Financial Intelligence Unit (FIU).
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To develop policies and action plan to ensure compliance with international AML/CFT standards in the areas of activities assigned to the FIU for regulatory functions.</li> <li>2. To contribute to the preparation of guidelines for all Designated Non-Bank Financial Business and Professions (DNFBPs) or members of the relevant profession or occupation.</li> <li>3. To attend to queries from DNFBPs on compliance procedures and regulations.</li> <li>4. To conduct Compliance Inspections.</li> <li>5. To ensure enforcement of actions on compliance failures.</li> </ol>



	<p>6. To maintain relationships with relevant stakeholders in the DNFBS sectors and assist in the awareness creation.</p> <p>7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Head, Compliance in the roles ascribed to him.</p>
<p><b>Duration of Contract</b></p>	<p>One Year</p>
<p><b><u>Other Benefits :</u></b></p> <p><b>Travelling Allowance</b></p> <p><b>Passage Benefits</b></p> <p><b>Gratuity</b></p> <p><b>Leave</b></p>	<p>In accordance with regulations in force (PRB Report 2026)</p> <p>At the rate of 5% of annual salary in accordance with regulations in force (PRB Report 2026).</p> <p>At the rate of two months' salary payable on completion of 12 months' satisfactory service.</p> <ul style="list-style-type: none"> <li>• <b><u>Sick Leave</u></b> At the rate of 21 Sick Leave is not accumulative and is not convertible into cash;</li> <li>• <b><u>Annual Leave</u></b> At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the year of contract or may be accumulated.</li> </ul>
<p><b>Termination of Contract</b></p>	<p>a) The Financial Intelligence Unit (FIU) may at any time determine the employment by giving one month's notice, in writing, or paying him/her one month's salary.</p> <p>b) The officer may resign from his/her employment by giving one month's notice, in writing, or by paying one month's salary to the FIU.</p> <p>c) Should the officer in any manner misconduct himself/herself, the FIU may terminate his/her employment forthwith and thereupon, all rights and advantages reserved to him/her shall cease.</p>