

JOB DESCRIPTION

Date: May 2017
Position: Compliance & Legal Assistant.

Department: Legal & Compliance Dep.

Reporting To: Head - Legal & Compliance Dep

Detailed Job Responsibilities:-

Compliance function:

- Assist Head of Compliance to address various aspects of compliance with the applicable laws & regulations of S. of Oman (Banking law, Money Laundering law & CBO & CMA regulations, etc).
- Assist Head of compliance to adopt best international compliance practices.
- Assist Head Compliance officer to identify and measure all compliance risks, including legal and reputational risks, and define legal or regulatory sanction risks, that the company may suffer as a result of its failure to comply with laws, regulations & rules related to organizations standards and code of conduct applicable to company's activities.
- Advise the Executives and line Management in coordination with Compliance officer on compliance policy, processes, rules and standards and keep them informed of the developments.
- Assess whether company internal processes relating to compliance are adequate and appropriate.
- Promptly reporting on the compliance breaches to senior Management for appropriate action.
- Assist Head of Compliance with relevant external bodies and furnishing regulatory compliance reports and certification.
- Assist Head of Compliance in performing sufficient and representative sample compliance testing to validate certification by the departments / section as per CBO guidelines.

Legal function:

- Enter legal remarks into the LMS system.
- Follow up the list of cases and provide feedback to Legal Head on weekly basis.
- Follow-up with external law firm to up-date the legal roster (system) and provide report to HL on weekly basis if required.
- Assist in preparing legal cases and forward them to Assistance Manager legal , to be forwarded to external law firms for legal proceedings
- Carryout any additional requirement from legal department if any.