

## 1. Compliance Manager - CPF/CPF/25

<b>Job Title:</b>	Compliance Manager
<b>Department:</b>	Compliance
<b>Section</b>	Compliance
<b>Reports to:</b>	CEO
<b>Direct Reports:</b>	Two
<b>Contract Period</b>	6 Years
<b>Location</b>	Nairobi
<b>Job purpose:</b>	
<p>The Manager, Compliance, also serving as the Data Protection Officer (DPO), and Money Laundering Reporting Officer (MLRO), is responsible for managing CPF Group’s comprehensive compliance, data protection and anti-money laundering programs. This role ensures the organization’s adherence to regulatory and ethical standards across these domains, fostering a culture of compliance, risk awareness and data privacy throughout the organization.</p> <p>The Manager will work closely with cross-functional teams, regulatory authorities, and stakeholders to mitigate compliance risks and protect CPF Group’s integrity and data.</p> <p>This role reports directly to the Audit, Risk and Governance Committee of the Board and administratively to the Group Managing Director/CEO.</p>	
<b>Key duties and responsibilities:</b>	
<p><b>1. Compliance Program Management:</b></p> <ul style="list-style-type: none"> <li>• Develop, implement, and maintain a robust compliance program to ensure adherence to relevant regulations, internal policies and industry standards.</li> <li>• Monitor regulatory changes, assess their impact on operations and update policies and procedures accordingly.</li> <li>• Act as the primary liaison with regulatory bodies for compliance-related matters, ensuring submission of reports, disclosures and inquiries.</li> </ul> <p><b>2. Anti-Money Laundering (AML) Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Design and implement an effective AML and counter-terrorism financing (CTF) framework in accordance with local and international regulations.</li> <li>• Conduct regular AML/CTF risk assessments and develop action plans to mitigate identified risks.</li> <li>• Manage AML investigations, including gathering and analyzing relevant information and preparing suspicious activity reports (SARS).</li> <li>• Lead AML investigations programs to increase awareness and educate employees on anti-money laundering practices and red flags.</li> </ul> <p><b>3. Data protection (DPO) Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure CPF Group’s full compliance with data protection regulations, such as per the Data Protection Act 2019.</li> <li>• Develop and enforce data protection policies, conducting regular audits to ensure effective data governance.</li> <li>• Oversee data processing activities and maintain a record of processing activities (RoPA) to safeguard personal data.</li> <li>• Act as the contact point for the Group on all data privacy matters managing data subject access requests (DSARs) and potential data breaches.</li> </ul>	

<p><b>4. Money Laundering Reporting Officer (MLRO) Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Serve as the designated MLRO, overseeing the organization’s reporting obligations on money laundering and terrorism financing.</li> <li>• Review and submit suspicious activity reports (SARs) to the relevant authorities within required timelines.</li> <li>• Keep up-to-date with developments in financial crime prevention, ensuring CPF Group’s policies remain aligned with current best practices.</li> <li>• Establish and maintain appropriate controls and reporting mechanisms for the timely detection and reporting of suspicious transactions.</li> </ul>	
<p><b>5. Training and Awareness.</b></p> <ul style="list-style-type: none"> <li>• Develop and execute a comprehensive compliance training program covering AML, data protection and regulatory compliance.</li> <li>• Conduct regular awareness sessions and refresher courses for employees on compliance obligations, ethical standards and privacy regulations.</li> <li>• Coordinate with department heads to ensure that team-specific compliance issues are addressed effectively.</li> </ul>	
<p><b>6. Reporting and Documentation:</b></p> <ul style="list-style-type: none"> <li>• Prepare and present regular compliance, AML, and data protection reports to senior management, highlighting key compliance risks, audit findings and recommended actions.</li> <li>• Maintain accurate documentation of all compliance-related activities, including audits, investigations, risk assessments and training records.</li> </ul>	
<p><b>Knowledge, experience, and qualifications required</b></p>	
<p><b>Academic and Professional Qualifications/Memberships to professional bodies:</b></p>	
<ol style="list-style-type: none"> <li>1. Bachelor’s Degree in Law, Business Administration, Finance or related field.</li> <li>2. Advanced certifications such as Certified Anti-Money Laundering Specialist (CAMS), Certified Information Privacy Professional (CIPP), or related certifications.</li> <li>3. Master’s degree in Law, Business Administration, Finance or Related field will be an added advantage.</li> </ol>	
<p><b>Experience Required:</b></p>	
<ol style="list-style-type: none"> <li>1. Minimum of 8 years of experience in compliance, AML, data protection, or financial crime prevention, ideally in a similar industry.</li> <li>2. Demonstrated experience in managing compliance frameworks regulatory reporting and data privacy programs.</li> </ol>	
<p><b>Role Competencies</b></p>	
<p><b>Technical Competencies:</b></p>	<p><b>Behavioral Competencies:</b></p>
<ol style="list-style-type: none"> <li>1. Strong knowledge in AML regulations, data protection laws and financial crime prevention.</li> <li>2. Excellent analytical and investigative skills with attention to detail in identifying and assessing risks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Strong leadership and communication skills, with the ability to collaborate effectively across departments.</li> <li>2. High ethical standards and the ability to handle confidential information with integrity.</li> </ol>