



## **Job Description for the Senior Corporate Compliance Officer**

Reporting to the General Counsel, the Senior Corporate Compliance Officer ensures in general that ATI's corporate affairs, corporate governance, underwriting and business operations are conducted within and in compliance with the ATI Treaty and constitutive documents, resolutions, underwriting operations manual, regulations, policies and other legal and regulatory requirements. Additionally, he or she provides advice and guidance on compliance matters relating to ATI's corporate affairs, corporate governance and underwriting operations.

The Senior Corporate Compliance Officer will perform in particular the following functions and duties under the supervision of the Head of Legal:

- Maintain all sections of the compliance policies and procedures relating to KYC (Know Your Customer);
- Review KYC documents according to the KYC policy and procedures;
- Keeping and maintaining records of high risk customers and reporting suspicious activities to the authorities;
- Arranging and implementing inspections and audits from third-party organizations and making compliance recommendations based on their findings;
- Briefing and reporting to senior management on matters relating to internal Anti-Money Laundering compliance policies and procedures;
- Developing and maintaining a risk assessment framework for products and services, clients and customers and other issues relating to money laundering;
- Assist in the overall design and implementation of the compliance program for ATI;
- Perform periodic compliance testing/surveillance and ensure successful and timely completion of the compliance program;
- Monitor the compliance of existing policies, procedures and practices in accordance with the ATI Treaty and Rules;
- Assist in developing and reviewing ATI's policies and procedures in accordance with the Treaty, rules and best practice.
- Provide advice and guidance to Management and staff regarding new or emerging global compliance issues and market trends;
- Stay abreast of regulatory and legal developments, interpret and apply them across the various departments of the organization;

- Collaborate with heads of various Departments in establishing department-level-mechanisms to monitor compliance by policyholders, banks and reinsurers in accordance with the ATI Treaty, rules and best practice.
- Assist on compliance issues related to the opening of bank accounts, review and execution of custody and asset management agreements;
- Identify potential and existing risk compliance issues and address them appropriately;
- Develop and implement periodic training for all departments to insure staff awareness of potential and existing compliance matters and market trends applicable to ATI including but not limited to Anti-Money Laundering, Anti-Bribery and Fraud, Sanctions Regime and Code of Ethics;
- Provide timely response to ATI stakeholders on compliance matters related to ATI's legal and regulatory framework;
- Undertake research work in the compliance matters related to ATI's legal and regulatory framework and new development;
- Conduct regular review of ATI's corporate compliance with existing policies, procedures and practices and propose amendments to Management;
- Perform such other duties as may be assigned from time to time.

#### **Qualifications & Skills**

- Undergraduate and postgraduate degree either in law or in business related or an appropriate field from recognized universities;
- Six to Eight years of experience in compliance, risk management and /or audit experience with a strong focus on risks and controls;
- Strong knowledge of the legal and regulatory framework applicable to multilaterals and development institutions;
- Excellent oral, interpersonal and writing skills in English. French will be an added advantage;
- High ethical standards, strong critical thinking and problem solving skills;
- Possess a versatile multi-disciplinary skill set, an ability to work in a multi-cultural environment, business oriented mind-set and analytical skills;
- Ability to work under pressure and meet urgent deadlines;
- Significant experience in drafting and carrying out research for the purpose of initiating, developing, implementing and maintaining written policies and procedures, testing and risk assessment programs, with limited supervision;
- Professional independence: carries out work independently with due care under the direct supervision of the Head of Legal, Corporate and ultimate leadership of General Counsel;
- IT competence in the use of standard software such as MS Word, PowerPoint, Excel and Internet.