

# Executive Officer, Compliance

[Ref Code: IITH/HRA/COMP/EO/012026]

## **Main Responsibilities:**

- Develops an understanding and appreciation of policy, procedures and practice in IITH.
- Able to identify areas where procedural improvement can be made; and recommend their inclusion in the work processes.
- Provides inputs to review and update relevant documentation to improve operations and customer's experience.
- Coordinate administrative actions leading to, or arising from, decisions made by Management.
- Assist in reviewing, preparing and updating policies, frameworks and Standard Operating Procedure (SOPs) for improvement of the division's function to ensure IITH and its subsidiaries comply with financial industry standards.
- Demonstrate basic level of understanding of regulatory directives, notices and guidelines ("Regulatory Instruments") sufficient to support the management and internal stakeholders by providing guidance and application.
- Prepare reports on suspicious transactions and fraudulent claims in accordance with IITH's internal policies, SOPs and applicable Regulatory Instruments, ensuring timely escalation to the management and submission to the regulator.
- Prepare clear and concise incident reports reported in accordance with IITH's internal policies, SOPs and applicable Regulatory Instruments.

## **Minimum Requirements:**

- Must be a Citizen or Permanent Resident of Brunei Darussalam.
- Minimum Bachelor's Degree in Law or a related discipline.
- Possessing professional experience and regulatory knowledge is preferred.
- Minimum three (3) years of working experience in the Takaful/insurance/financial industry is an advantage.