

## JOB DESCRIPTION

### Compliance Officer/Money Laundering Reporting Officer (Full Time)

Based in Amman, the CO/MLRO is responsible for managing the regulatory risk of Taawon and will be the Authorized CO/MLRO operating under relevant Regulatory Compliance Regimes. You will need to have a minimum of 4 to 5 years' experience in compliance with at least 2 to 3 years of experience in a regulated Financial /Non-Financial firm as CO/MLRO.

#### Following are Key Duties of this position:

- Establish, review, implement and maintain effective Compliance and Anti-Money Laundering (AML) policies, procedures, systems, and controls in compliance with applicable Compliance and AML regulations and the organization's KYC/AML standards.
- Prepare and implement Taawon's Compliance Monitoring & Screening Program as well as Compliance & Training Plan and review/update them on a periodic basis.
- Perform the role of Money Laundering Reporting Officer (MLRO) for the entity, acting as a focal point for employees/ stake holders to escalate suspicions of terrorist financing or money laundering activities and manage AML/CFT risks.
- Identify, assess, and implement all relevant new legal and regulatory developments within the compliance framework.
- Collaborate and liaise with the internal departments, regulators authorities and external services providers to resolve compliance issues.
- Day-to-day operations for compliance with the relevant policies, procedures, systems, and controls.
- Establish and maintain an appropriate compliance and AML training programme and adequate awareness arrangements for employees.
- Perform daily review, monitoring, and analysis of transaction alerts using internal data to identify trends and unusual activity, to determine if the transactions are suspicious in nature.
- Discuss and document unusual transactions with program heads and stakeholders and report accordingly.
- Acting as the point of contact to receive internal AML Suspicious Transaction Reports (SARs) from Employees. Taking appropriate action following the receipt of an internal Suspicious Transaction Report (such as circumstances investigation, determination and making (if needed) the external suspicious transaction report).
- Identify, log, and resolve compliance issues, complaints and regulatory breaches and produce compliance management information.
- Perform customer due diligence checks (KYC) on new and on-going clients as per the organization's requirements and in accordance with the NGO's enterprise-wide AML standards.
- You would be expected to escalate appropriate AML risks/breaches to management.



- Keep pace with developments in AML/CFT laws and regulations, trends, techniques, and update indicators of money laundering or terrorist financing.
- Receiving and acting upon any relevant findings, recommendations, guidance, directives, resolutions, sanctions, notices, or other conclusions as second line of defense.
- Manage the relevant NGO's operating licenses, processes, and registrations requirements.
- Maintain ongoing awareness/current knowledge of all applicable internal/external compliance requirements and existing/emerging legal/statutory/regulatory environment – identifying any issues that could impact NGO's operations.

#### **DESIRED CANDIDATE PROFILE**

- Previous Compliance and MLRO duties are essential (ideally 4 to 5 years' experience) preferred.
- Previous experience with complete understanding of NGO's regulations is desirable.
- Compliance related accreditations or qualifications preferable. (e.g., CAMS, ICA, CFE, etc.).
- Previous experience in a regulated financial institution is desirable but not compulsory.
- Thorough understanding of the local & Intl regulatory environment.
- Fluent spoken and written English is a must.
- Professional manner with the ability to articulate and influence by identifying accurate compliance requirements to all stakeholders.
- High level of integrity and discretion, handling confidential information.
- Efficient and logical approach to problem solving.

#### **Education**

Bachelor's Degree in Business Administration, Economics, Law or similar.