

Job Title: Manager, Compliance and Enforcement

Reports to: Board Secretary -in Charge of Legal Affairs.

Job Purpose

To ensure that work performance complies with internal processes, policies and procedures on the one hand and with statutory requirements on the other hand.

Key responsibilities and duties:

1. Provides a clear understanding of the organization procedures, processes, policies and pertinent laws to all who are concerned
2. Reviews workflow procedures and processes and advises on necessary reforms.
3. Identifies policy gaps advises on changes to make policy more effective
4. Develops framework for risk assessment and orients other directorates and departments to using it
5. Works in consultation with other heads to develop risk mitigating strategies in the Bureau
6. Represents URSB in courts of law on cases of non-compliance
7. Represents the Registrar General in meetings as may be called upon from time to time.
8. Handles clients' complaints related to processes and non-compliance in general
9. Supervises the staff in the department for better results and appraises their performance in accordance with the HR manual
10. Performs any other duties that may be assigned from time to time by the supervisor.

Person Specification:

- a) An honors' Degree in law plus a diploma in legal practice
- b) A post graduate diploma in compliance, investigations or management
- c) At least 6 years relevant work experience in a busy / related work environment 3 of which should be at management level
- d) High level of computer literacy

Key Competencies and Skills:

- a) Computer knowledge.
- b) Good communication skills.
- c) Supervisory skills
- d) Customer cares skills