



VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial & technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, tourism, health & education, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank’s purpose is to uplift the livelihoods of all Zimbabweans through development financing.

To effectively execute its mandate, the Bank seeks to recruit the following personnel:

Principal Compliance Officer

This position reports to the Chief Compliance Officer

JOB PURPOSE AND RESPONSIBILITIES

The role involves assisting in ensuring that the IDBZ maintains a sound compliance risk management framework that is in line with applicable laws, regulatory requirements, industry codes, internal policies and procedures as well as best practice.

The job includes the following specific responsibilities:

Compliance Programme Monitoring:

- Assists in establishing and promoting a culture of compliance across the business through day-to-day maintenance of a compliance programme and its related activities to prevent non-compliance and unethical conduct.
- Assists the Bank’s various business units in monitoring compliance with regulatory requirements, internal policies and procedures as well as applicable laws.
- Assists in monitoring and tracking the performance of the compliance programme and related activities on a continuous basis, taking appropriate steps and making recommendations to improve effectiveness.
- Assists in reviewing and recommending relevant compliance risk management policies and procedures and disseminates information, within IDBZ, particularly on research, banking business regulations, work methods and operations.



- Conducts compliance risk assessments of new business initiatives/projects and have in place actions to mitigate the identified compliance issues as well as ensuring that the policies and procedures for the new business initiative incorporates adequate regulatory requirements.
- Assists in facilitating resolution of compliance breaches highlighted during monitoring and supports staff in implementing mitigation actions.
- Assists in preparing periodic compliance risk reports for Senior Management.
- Assists in providing support for Bank's client complaints management framework.
- Collaborates with the following units/departments; Risk Management, Internal Audit and Legal counsel to conduct combined assurance to ensure that the Bank's risk and compliance control environment remains adequate and effective.

Anti-Money Laundering Programme Management:

- Prepares an annual Anti-Money Laundering and Combating the Financing of Terrorism and Proliferation Financing (AML/CFT/CPF) Compliance Program for the Bank.
- Monitors compliance with the AML policy and procedures by various IDBZ business units.
- Assists in implementing Anti-Money Laundering, Combating the Financing of Terrorism and Proliferation Financing (AML/CFT/CPF) Compliance Program for the Bank.
- Monitoring of transactions and account activity for IDBZ clients (including name and sanctions screening), reporting suspicious transactions and responding to information requests from Regulators & law enforcement agencies.

Compliance Training and awareness:

- Shares knowledge of compliance management systems and maintains an effective compliance communication programme for the Bank.
- Assist in coordinating and conducting effective AML/CFT/CPF training programmes for all Bank Staff.

Compliance Risk Audits and reviews:

- Carries out regular Compliance Risk Audits to ensure business compliance with all regulations, laws, statutes including internal policies and procedures.
- Assists in responding to alleged violations of rules, regulations, policies, procedures, and standards of conduct and makes recommendations on remedial action.
- Keeps and maintains a log of all compliance violations and a compliance dashboard for the Bank.

Interested applicants should possess the following:

- Post Graduate Degree or equivalent professional qualification in the field of Law, Accounting, Finance or equivalent.
- Bachelor's Degree in Risk Management, Banking and Finance, Law, Economics and Accounting.
- Minimum of 5 years of hands-on experience
- Demonstrable experience in compliance and risk management;
- Strong communication and presentation skills.
- Strong interpersonal skills, good report writing skills.

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Monday, 10 June 2024**. Female candidates strongly are encouraged to apply.

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:



Director - Corporate Services and Human Resources
IDBZ House
99 Gamal Abdel Nasser Road
Harare.

