



ဗီထေး မိုက်ခရို ဖိုင်းနန်စ်
VITHEY MICROFINANCE

Legal & Compliance Officer (1 Post)

1) Location

Head Office, Naypyitaw

2) Reports to

Head of The Operations Department

3) Line Management Responsibilities

Head of The Operations Department

4) Job Summary

The Legal and Compliance Officer assists the operations department by performing established legal & compliance duties.

5) Main Responsibilities

- Assist in the implementation of AML/CFT compliance programs including reporting and proper maintenance of records.
- Monitor regularly Data Processing Agreement (DPA) within the Company.
- Assist in AML/CFT training.
- Be liable for all communications to regulators under the supervision of the supervising officer.
- Assist in conducting audits to ensure compliance with procedures, rules, and regulations.
- Provide minor guidance and advice on compliance-related issues.
- Escalate all compliance breaches to the Supervising officer and assist in the enforcement of any remedial actions which shall include disciplinary actions.
- Conduct daily screening of high-risk individuals through independent and publicly

available sources and perform business risk assessments of such high-risk transactions.

- Provide recommendations to review the processing of high-risk individuals namely in the pre-renewal/compliance opinion process for the underwriting departments and for urgent ad-hoc cases.
- Assist in the drafting and review of internal policies.
- Follow up closely with legal cases allocated and advise the supervising officer accordingly For corrective actions.
- Review and draft agreements, and internal insurance policies, and document in general and ensure that they are in compliance with all statutory and legal requirements.
- Assist in the preparation of the litigation register.
- Oversee all the legal implications of new projects.
- Assist in handling requests namely attachment/disclosure orders from law enforcement and regulatory bodies to ensure compliance with relevant laws, guidelines, and regulations.

6) Job Requirements

- Degree in LLB, Law with Management or Law and Criminal Justice
- At least 2 years of experience in a similar post
- Highly motivated, proactive, and dynamic person
- Good Communication skills, verbal and written
- Ability to prepare complex legal documents
- Accuracy and attention to details
- Well-versed with MS Office tools (Word, Excel, and PowerPoint)