

**POST OF LEGAL AND COMPLIANCE OFFICER**

<b>Job Title</b>	:	Legal and Compliance Officer
<b>Salary Scale</b>	:	<b>Rs 38400 x 1200 – 42000 x 1500 – 51000 x 2000 – 69000 x 2500 – 74000 (C8)</b>
<b>Reporting to</b>	:	Corporate Manager/Chief Executive Officer
<b>Job Objective</b>	:	<ul style="list-style-type: none"> <li>• Responsible for the legal and compliance affairs of the Company.</li> <li>• Ensuring that all corporate processes and procedures comply with the law and that Company operations comply with standards.</li> </ul>
<b>Academic Qualifications and Experience Requirements</b>	:	<ul style="list-style-type: none"> <li>• A degree in law or a professional legal qualification.</li> <li>• At least five years' post qualification experience in legal/compliance issues.</li> </ul>
<b>Knowledge, Aptitude and Competencies</b>	:	<ul style="list-style-type: none"> <li>• Thorough understanding of Mauritian laws and regulations.</li> <li>• Good analytical and problem-solving skills.</li> <li>• Good communication skills, both verbal and written.</li> <li>• A high level of accuracy and attention to detail.</li> <li>• Ability to work under pressure.</li> <li>• Proficient in IT Office tools.</li> </ul>
<b>Main Duties</b>		<ol style="list-style-type: none"> <li>1. To provide support to the Board and Senior Management in legal and compliance issues.</li> <li>2. To lead the Legal and Compliance Section.</li> <li>3. To ensure development and maintenance of policies and procedures that comply with all relevant and applicable statutory and regulatory requirements, as well as industry best practices.</li> <li>4. To deal with external parties such as Regulators and Attorneys.</li> <li>5. Where relevant, act as the Compliance Officer, money laundering reporting officer.</li> </ol>

	<ol style="list-style-type: none"><li>6. To carry out duties as per local regulatory requirements, including overseeing the compliance monitoring program and preparing periodic reports to Management.</li><li>7. To design, review and update formats of compliance reports, including compliance of key performance indicators.</li><li>8. To develop, implement and update a risk management framework.</li><li>9. To ensure compliance with the Data Protection Act.</li><li>10. To provide training of employees in relation to legal matters.</li><li>11. To ensure the implementation of AML/CFT compliance programmes including reporting and proper maintenance of records.</li><li>12. To conduct audits to ensure compliance with procedures, rules and regulations.</li><li>13. To assist in the drafting and review of internal policies.</li><li>14. To follow up closely legal cases allocated and advise the supervising officer accordingly for corrective actions.</li><li>15. To oversee all the legal implications of new projects.</li><li>16. To represent the Company at Court/Tribunal etc.</li><li>17. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to the latter.</li></ol>
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