



PROMOTION
AND
DEVELOPMENT

**Promotion and
Development Ltd
(‘PaD’) is
RECRUITING!**

Compliance & Administrative Support Officer

JOB OVERVIEW

As a Compliance & Administrative Support Officer, you will play a pivotal role in ensuring that PaD Group adheres to all relevant laws and regulations and has all internal policies in place to ensure compliance. In terms of AML/CFT, you will act as Deputy MLRO and, in the absence of the MLRO, be responsible for receiving any internal report and making a report to the FIU (if deemed necessary). On the administrative support side, you will be requested to provide assistance to the Legal & Administrative Officer on various activities related to corporate affairs of the Group.

RESPONSIBILITIES

Compliance

- Being familiar with all legal frameworks implemented at Group level and reviewing the implementation and ongoing compliance of PaD Group with internal programmes, controls and procedures.
- Assisting in the organisation of trainings to employees and in fostering a culture of ethical behaviours within PaD Group.
- Monitoring of changes in laws and regulations.
- Acting as Deputy MLRO – In the absence of the MLRO, receive any internal report and be made aware of any information or other matter which comes to the attention of any person handling a transaction and which, in the opinion of the person, gives rise to knowledge or reasonable suspicion that another person is engaged in money laundering or the financing of terrorism. Then, be responsible for making a report to the FIU (if deemed necessary).
- Keeping AML/CFT materials (for example, PEP List) up to date.
- Ensuring timely and accurate submission of reports to regulatory authorities as required.
- Liaising with regulatory authorities as and when necessary.
- Conducting internal investigations into potential compliance breaches.
- Liaising with internal auditor as required.
- Maintaining accurate records of compliance activities, assessments and actions taken.

Administrative Support

- Coordinating, preparing agendas/information for meetings.
- Producing high quality typewritten material, drafting and writing letters/emails, memos, reports, minutes of meetings.
- Maintaining accurate and easily accessible up to date filing.
- Collaborating with all departments within the Group concerning administrative tasks.
- Assisting in other tasks, as assigned.

REQUIREMENTS

Qualifications

Diploma or Degree: LLB or Law with management.

Experience

At least two (2) years of experience in same roles.

Skills & Competencies

- Strong understanding of relevant laws, regulations and industry best practices.
- Effective communication and interpersonal skills to interact with stakeholders at all levels and eventually lead training sessions.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks and manage multiple deadlines.

Please write to us and send us your full Curriculum Vitae to the attention of **The Executive Assistant, 8th Floor Dias Pier, Le Caudan Waterfront, Port-Louis** or email us on **pea@promotionanddevelopment.com** by **31 May 2024** at the latest.

Management reserves the right not to make any appointment following this advert.