

MANAGER COMPLIANCE I-2 POSITIONS

ABOUT US:

Tanzania Commercial Bank is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products with a vision “to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services”. As part of organizational development and management of its human capital in an effective way, Tanzania Commercial Bank commits itself towards attaining, retaining and developing the highly capable and qualified workforce for Tanzania Commercial Bank betterment and the Nation at large.

Position:	Manager Compliance I
Rank	Senior Compliance Officer I
Department:	Risk Management and Compliance
Section:	Compliance
Salary Scale	COBS 7 (at officer level I)
Reports to:	Senior Manager Compliance I (PCO)
Location:	Dar es Salaam

POSITION OBJECTIVE

Part of the compliance division with the Risk Management and compliance Directorate that will be involved with tracking all compliance areas and prepare the required reports in order to keep management informed through appropriate meetings and reports. Will be required to review compliance charter, policy, guidelines and manuals to guide risk owners risk and compliance management as well as develop contribute towards establishment of overall TCB Risk Register.

KEY RESPONSIBILITIES

- i. Assist the Principal Compliance officer and Chief Manager Compliance in directing and overseeing the day-to-day management of compliance adherences, tracking and monitoring for the whole bank on end-to-end basis including driving and directing compliance in each area the bank is required to comply.
- ii. Implement controls within the bank to meet regulatory and internal requirements. In addition, drive and implement an effective compliance management framework, and promote a strong compliance culture across banks Directorates, Departments and Branches.
- iii. Work with departments and branches on compliance matters to ensure business growth is balanced and calculated with compliance and control mechanisms.
- iv. Ensure proper functioning of day-to-day controls, periodic monitoring activities, timely identification and reporting of significant compliance breaches that may result to losses, penalties or sanctions to TCB and ensure effectiveness compliance mitigation actions.

- v. Document and implement controls to ensure compliance with Bank of Tanzania regulations and internal required standards as per approved TCB Strategic Plan, budget and other guiding policies, manuals and Circulars issued from time to time.
- vi. Provide assurance on policy implementation and quality of controls as part of second line of defense.
- vii. Work as a team to drive and support the identification and management of compliance matters on a daily basis and a source of reference within the bank in facilitating and promoting the understanding of compliance requirements and issues.
- viii. Ensure that policies are implemented effectively within the bank; new regulations are properly communicated, and provide quality assurance in the design of the control measures and monitoring plans.
- ix. Ensure adherence to the compliance management framework in identifying, controlling, monitoring and reporting of compliance matters.
- x. Ensure sufficient actions are undertaken to mitigate, reduce or contain the identified compliance deviations. Undertake and / or coordinate periodic monitoring (self-assessment) activities to all areas of operations, escalating issues to Director of Risk Management & Compliance as where and when deemed necessary.
- xi. Ensure sufficient actions are undertaken by Departments and branches to comply with all key regulations, compliance and internal standards that will assist the bank avoid undue penalties, sanctions and fines from different regulators.
- xii. Ensure the compliances associated with new and changed products, services and business strategy are sufficiently assessed and mitigated.
- xiii. Ensure appropriate internal controls and procedures for money laundering, KYC and prevention of frauds are functioning as intended. This includes vigorous follow-ups on any possible deviations related to compliance matters.
- xiv. Identify gaps and conduct staff training on Compliance matters to all TCB staff.
- xv. Review quality of controls, including validation of Key Risk Indicators (KRIs) as part of the second line of defense.
- xvi. Manage Risk Register that encompasses Compliance Dash Board of the Bank.
- xvii. Ensure compliance with Money Laundering, Counterfeiting, Financing of Terrorism and related activities and the banks overall Code of Conduct.
- xviii. Ensure issuance of alerts at all times to unusual or possibly suspicious customer activity, and report promptly any such activity to MLRO as well as Financial Intelligence Unit (FIU).
- xix. Ensure effective participation to Bank's new products development (PDP) to ensure that all new products offered by the bank comply to all governing laws, regulations, guidelines, policies etc.
- xx. Ensure all regulatory requirements in terms of publications, displays and functioning of all security tools are implemented across branch network and entire bank.
- xxi. Monitor compliance with internal policies, procedures, guidelines and regulatory requirements by performing regular and comprehensive compliance risk assessments and testing; ensuring that the compliance risks are appropriately identified, assessed, and mitigated.
- xxii. Track compliance issues arising from metrics, assurance activities, audit reviews and regulatory inspections, proving validation of issues where necessary.
- xxiii. Monitor compliance with internal policies, procedures, guidelines and regulatory requirements by performing regular and comprehensive compliance risk assessments

and testing; ensuring that the compliance risks are appropriately identified, assessed, and mitigated.

- xxiv. Weekly submission of the GOAML transaction reports to FIU via GOAML portal System
- xxv. Reporting of STR's to FIU via the GOAML portal and MLRO
- xxvi. Monitoring of Transactions
- xxvii. Any other duties as assigned by superior, Chief Manager Compliance

QUALIFICATIONS, SKILLS & EXPERIENCE

Holder of Bachelor Degree in Banking and Finance, Banking, Accounting, Insurance, Risk Management, Economics, Agricultural Economics, Marketing, Commerce/Business Administration majoring in Marketing or Entrepreneurship or Accountancy or Finance or Equivalent qualifications from recognized institutions with working experience of at least ten (10) years.

- Should be computer literate with excellent command of Excel and Word Processing.
- Added skills and Certifications in Compliance Management.
- Sound knowledge of banking Acts, regulations Circulars and best practices.
- Sound knowledge of other Acts, Laws, Regulations, Circulars etc from different stakeholders that contributes towards effective compliance management.
- Strong communication skills.
- Strong technical skills in compliance matters.
- Prioritize tasks and organization.
- Can work independently with minimal supervision.
- Adherence to the regulations and company policies.
- Team player.
- Good interpersonal skills.

PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES

- Ability to demonstrate Tanzania Commercial Bank core values: - Customer Focus, trustworthy, Creativity, Teamwork and Excellence
- Ability to priorities work and to meet deadlines.
- Ability to work quickly, accurately and consistently when under pressure.
- A methodical and well-organized approach to work.
- Mature and able to work in a confidential environment.

The position will attract competitive salary packages and benefits. Applicants are invited to submit their resume via the following link:- <https://www.tcbbank.co.tz/careers> **applications via other methods will not be considered. Applicants need to fill their personal information, academic certificates, work experiences, and application letter. Other credentials will be submitted during the interview for authentic check and administrative measures.**

Tanzania Commercial Bank has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment and physical capability assessment.

DEADLINE OF THE APPLICATION IS 17TH AUGUST, 2025.