



**SENIOR MANAGER COMPLIANCE-I - 2 POSITION**

**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.

<b>Position:</b>	<b>Senior Manager Compliance-I</b>
<b>Rank</b>	<b>Principal Compliance Officer-I</b>
<b>Department:</b>	<b>Risk Management and Compliance</b>
<b>Section:</b>	<b>Risk Management</b>
<b>Salary Scale</b>	<b>COBSS 9 (at Principal Level I)</b>
<b>Reports to:</b>	<b>Chief Manager Compliance</b>
<b>Location:</b>	<b>Dar es Salaam</b>

**POSITION OBJECTIVE**

Ensure the bank adheres to legal and regulatory requirements, industry standards, and internal policies. This role involves developing and implementing compliance programs, conducting audits, providing training, and mitigating risks. They act as a liaison with regulatory bodies and manages the organization’s compliance programs, policies, and practices, ensuring adherence to regulatory requirements and internal policies. They play a crucial role in risk management, implementing and monitoring controls, and advising leadership on compliance matters.

**KEY RESPONSIBILITIES**

- Provide leadership to the team to ensure the development of a working environment that is conducive to the achievement of budgeted KPIs and that employees achieve their full potential by gaining new skills through the provision of effective mentoring and training programs.
- Administer the timely monitoring and control of operating costs in the area to ensure budget compliance/adherence and act swiftly to correct unfavourable cost variances.

- Implement employee performance management processes to ensure optimum employee performance and take appropriate action to remedy any substandard employee performance or behaviour.
- Assist the Director of Risk Management and Compliance 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.
- Implement controls within the bank to meet regulatory and internal requirements. In addition, drive and implement an effective compliance management framework, and promote strong compliance culture across banks Directorates, Departments and Branches.
- Developing and Implementing Compliance Programs: Creating, reviewing and updating policies and procedures to ensure alignment with all relevant laws and regulations.
- Conducting Risk Assessments: Identifying potential compliance risks and vulnerabilities within the organization's operations and processes.
- Monitoring and auditing: regularly reviewing business operations, transactions, and records to identify potential compliance issues or deviations from established policies.
- Providing Training and Education: Developing and delivering training sessions to employees on compliance requirements and best practices. Ensure there is adequate training in compliance issues to all staff as guided by internal requirements, regulators and other interested parties.
- Investigating and Resolving Issues: Leading investigations into potential compliance violations and collaborating with relevant stakeholders to resolve issues.
- Liaising with External Bodies: Interacting with external auditors, regulators and other relevant bodies on compliance-related matters.
- Maintaining Records: Keeping accurate records of all compliance activities, including audits, investigations and training sessions.
- Staying Updated: Staying abreast of changes in laws, regulations and industry standards that may impact the organization.
- Promoting a Compliance Culture: Fostering a culture of ethical conduct and compliance throughout the organization.
- Work with departments and branches on compliance matters to ensure business growth is balanced and calculated with compliance and control mechanisms.
- Ensure proper functions of day-to-day control, 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 actions.
- 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.
- Provide assurance on policy implementation and quality of controls as part of second line of defence.
- Work as a team to drive and support the identification and management of compliance matters on daily basis and a source of reference within the bank in

facilitating and promoting the understanding of compliance requirement and issues.

- Ensure that policies are implemented effectively within the bank; new regulations are properly communicated, and provide quality assurance in the design of control measures and monitoring plans. Coordinate, analyze and compliance breaches and losses including reporting to TCB Executive Committee (EXCO).
- Design and implement control measures and monitoring plans for compliance adherence. Ensure that controls are effective for easy and effective compliance matters.
- Ensure adherence to the compliance management framework in identifying, controlling, monitoring and reporting of compliance matters.
- 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.
- 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 and Compliance as where and deemed necessary.
- Ensure the compliance associated with new and changed products, services and business strategy are sufficiently assessed and mitigated.
- Assist the Head of Department and Branch Managers in preparing compliance profile and other relevant reports for the Executive Committee and Board of Directors and ensure accuracy and completeness of reports before submission and presentation.
- Lead and coordinate efforts to enhance the general compliance culture within the bank. This includes communication, training and other initiatives to change mindset and behaviour of staff.
- Ensure appropriate internal controls and procedures for money laundering, KYC and prevention of frauds are in place and functioning as intended. This includes vigorous follow-ups on any possible deviation related to compliance matters.
- Identify gaps and conduct staff training on compliance matters to all TCB staff.
- Review quality of controls, including validation of key Risk Indicators (KRIs) as part of the second line of defense.
- Develop, update and Manage Risk Register that encompasses Compliance Dash Board of the Bank.
- Ensure compliance with Money Laundering, Counterfeiting, Financing of Terrorism and related activities and the bank's overall code of conduct.
- Ensure review of transactions monitoring alerts at all times to unusual or possibly suspicious customer activity.
- 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.
- Ensure all regulatory requirements in terms of publications, displays and functioning of all security tools are implemented across branch network and entire bank.
- Monitor compliance with internal policies, procedures, guidelines, and regulatory requirements by performing regular and comprehensive compliance risk

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

- Track compliance issues arising from metrics, assurance activities, audit reviews and regulatory inspections, proving validation of issues where necessary.
- In the event of serious regulatory breaches or where risk tolerance have been breached, ensure senior management are informed and comprehensive compliance risk assessments and testing; ensuring that the compliance risks are appropriately identified, assessed, and mitigated.
- Any other duties as assigned by superior.

### **QUALIFICATIONS, SKILLS & EXPERIENCE**

Holder of Master degree in one of the following fields; Banking, Economics, Commerce, Business Administration majoring in Accounting or Finance, Risk Management, Agricultural, Insurance, Marketing, Statistics or Banking from any recognized university or equivalent qualifications from any recognized institution with working experience of at least sixteen (16) years in related field.

- Should be a computer literate with excellent command of excel and Word Processing.
- Added skills and Certification 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.
- Leadership and people management skills.
- Strong technical skills in compliance matters, identification, monitoring and reporting.
- Prioritize tasks and organization.
- Can work independently with minimal supervision.
- Adherence to the regulations and company policies and regulatory knowledge.
- Team Player and ethical.
- Problem solving and analytical skills.
- Good communication and interpersonal skills.

### **PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES**

- Ability to demonstrate Tanzania Commercial Bank core values:
- Ability to priorities work and to meet deadlines.
- Ability to implement projects / programmers according to set objectives & timelines, across a wide business platform.
- Has sound judgment, common sense and good humor.
- Strong leadership and people management skills.
- Very strong business acumen, with ability to grow business.
- Ability to build effective relationships with all stakeholders
- Self-drive with a results-oriented mindset
- Effective data analysis
- Efficient and quality audit report

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 17<sup>th</sup> August, 2025.**

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