

Compliance Officer

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Company: Axiata Digital Labs

Location: Colombo

Category: other-general

QUALIFICATIONS/ SKILLS/ KNOWLEDGE

A bachelor's degree from a reputable college or university preferably in Law, Finance, Business Administration, or a related field.

Compliance-related certifications e.g.

, Certified Risk & Information System, Control, Compliance, Risk & Control Professional, is an advantage.

Proficiency in English and Malay writing and verbal communication.

Good understanding of international, regional and local ABAC laws and industry best practices.

Experience in implementation, managing and operationalization of compliance structure for large organizations in various countries.

Experience in technology, media and telecommunications industry is an added advantage.

Skills and attitude required

To have good inter-personal skills in order to be able to interact with personnel at all levels

of the organization and to provide advice and guidance which requires courage, impartiality, an analytical

approach and experience to deal tactfully and appropriately with violations of the anti-bribery policy.

High personal integrity and professional behaviour standards.

Has good skills and knowledge of servant leadership, facilitation, situational awareness, conflict resolution, continual improvement, empowerment, and increasing transparency.

Has a solution attitude, facilitates discussion, decision making, and conflict resolution.

A dynamic personality with the ability and passion to complete task in a timely and efficient manner.

Able to work independently in a structured and organized manner.

Good communications, interpersonal and management skills.

Responsibilities

Assist the AGM - Legal to ensure that AGBs ABAC Policies and Procedures are adequately implemented and adhered by all stakeholders and employees. The key activities are as follows: -

Corruption Risk Assessment (CRA)/ Corruption Risk Register (CRR)/ Corruption Risk Management (CRM) CRR

To establish, finalize and maintain the Corruption Risk Register for Corporate Center and OpCos and to work with ERM in incorporating the CRA in the ERM register.

To ensure continuous engagement sessions and review of the Corruption Risk Register with business units and functions in CC.

To attend, identify and conduct training and awareness sessions on the Corruption Risk

Register, Corruption Risk Awareness for OpCo Compliance/ERM team, business units and business functions at CC.

To ensure that ADLs CRR is aligned with MACC requirements, T.R.

U.S.T principles (S.

17/A Adequate Principles) and international standards such as the ISO 37001 (ABMS) Standards.

To support top management, business units, functions to establish appropriate, processes, systems and controls approved by the top-level management to mitigate the specific corruption risks the business is exposed to.

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