

Position Objectives

The Company is committed to comply with all applicable rules and regulations of UAE. This would enable MEDGULF UAE to develop good relations with the regulatory authorities and create good will in the market. The Compliance Officer has an advisory responsibility and the main role is to carry out the rules and regulations in a timely and clear manner across the company. He should be consulted in case of any doubt regarding applicability of any regulatory obligation. It is the responsibility of the Compliance Officer to coordinate with the various functional heads for the continuous implementation, administration and enhancement of the corporate policies and procedures.

Organizational Level

Reports to
General Manager

Location
Head Office

Responsibilities**Primary**

- To promote the culture of compliance across the company
- Protect the interests of its clients, shareholders and employees
- To manage regulatory relationship along with Senior Management and all departments
- Send reports to the General Manager all aspects of compliance and administrative issues as well as compliance arrangements within the company
- Uphold the integrity and reputation of the company
- Responsible for the overall implementation and coordination of regulatory activities
- Monitoring the Company's compliance with regulatory requirements
- Conduct or direct the internal investigation of compliance issues
- Collaborate with Human Resources department to ensure the implementation of consistent disciplinary action strategies in cases of compliance standard violations
- Overseeing the Company's anti-money laundering and anti-terrorism financing obligations in accordance with regulatory requirements
- Maintaining and keeping up to date all licensing requirements with the assistance of legal counsel
- Collaborating with various functional and operational units of the company in driving compliance activities and compliance system standards and to keep the required documents of brokers agreements valid in compliance with the regulatory authorities

Additional

- Any other Duties and tasks as may be assigned by the Senior Management and the General Manager

Employee Name:**Date:****Signature:**