



WE ARE HIRING



The Botswana Public Officers' Medical Aid Scheme (BPOMAS) is the country's largest Medical Aid Scheme which provides its members with comprehensive medical aid cover and complementary value adding benefits. We are looking for highly driven and motivated professionals to fill the following position:

COMPLIANCE OFFICER

Location: BPOMAS Office, Gaborone

Purpose of Job:

The Compliance Officer will be responsible for providing support on compliance matters (Legal, Statutory and Regulatory), good Corporate Governance, Enterprise Risk Management and Legal Risk Management. The role is further responsible for monitoring all operational processes and procedures using a defined compliance framework to ensure that the Scheme complies with all relevant laws, regulations, internal policies and ethical standards. The role reports to the Legal Risk and Compliance Manager.

Key Responsibilities:

- Developing and implementing compliance programs and policies.
- Assist the different Departments to keep track of compliance with all applicable laws and statutory requirements, including maintaining statutory records, ensuring timely preparation and filing of returns to all relevant authorities and ensuring their accuracy by user departments.
- Participate in product development and changes, acting as an advisor on aspects affected by compliance requirements.
- Review and monitor promotional marketing material to assure their compliance with regulations.
- Participate in sales campaigns to ensure among others, KYC compliance.
- Ensure preparation of regulatory compliance reports, as required.
- Monitor company-wide implementation of Enterprise Risk Management Framework and prepare reports on ERM.
- Support review and monitoring of the organization's system internal controls for organization-wide compliance.
- Periodically test risk entities and controls and provide reports as required.
- Develop and maintain a resource library, which includes copies of regulations and interpretations.
- Disseminate information regarding new or amended regulations to appropriate personnel and act as an information source to management and other

employees in relation to compliance laws and regulations.

- Coordinate and/or provide compliance training and guidance to employees and BPOMAS Group.
- Monitoring and investigating potential compliance violations and implementing corrective actions and remediation plans.
- Collaborating with other departments such as legal, risk, operations and finance departments to ensure a comprehensive approach to compliance.

Qualifications:

- Bachelor's Degree in Business Administration or relevant field from a recognized institute of higher learning.
- A Professional Compliance Management qualification or relevant postgraduate qualification is an added advantage.
- Strong knowledge and experience in all regulatory laws and procedures.

Experience:

A minimum of three (3) years' work experience in a similar role. Experience in development of business processes, policies and frameworks related to compliance.

Skills & Competencies

- Organizational agility
- Anti-Money Laundering Policies & Procedures
- Statutory & Regulatory Compliance
- Results Orientation
- Risk Assessment & Management
- Compliance Management
- Stakeholder Management
- Project Management

Interested applicants should submit their applications (Cover Letter, Curriculum Vitae (CV), Qualifications and references) to recruitment@bpomas.co.bw

A vacancy reference must be made when applying.

The closing date for all positions is **28th October 2024 at 1700hrs**. Only shortlisted candidates will be contacted.