

The Voice Inc.   Compliance Officer	Job Description
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<b>Position</b>	Compliance Officer
<b>Reporting to</b>	Coalitions & Legal Manager
<b>Location</b>	Port Moresby, The Voice Inc (TVI) Head Quarters
<b>Objective</b>	A Compliance Officer is responsible for ensuring a company's practices are compliant with relevant laws, regulations and organisational's policies. The Compliance Office will work with the Legal Manager to advise stakeholders on a range of matters including compliance, auditing, health and safety, financial risk and legislation.
<b>Key Responsibilities</b>	<p>The Key Responsibilities for the Compliance Officer:</p> <ul style="list-style-type: none"> <li>• Implement and manage an effective risk and compliance program.</li> <li>• Develop and review organisation's policies.</li> <li>• Advise management on the company's compliance with laws regulations and organisation's policies through detailed reports.</li> <li>• Create and manage effective action plans in response to audit discoveries and compliance violations.</li> <li>• Regularly audit organisation's procedures, practices, and documents to identify possible weaknesses or risks.</li> <li>• Assess organisation's operations to determine compliance risk.</li> <li>• Ensure all employees are educated on the latest regulations and processes.</li> <li>• Resolve employee concerns about risk and compliance.</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in law, finance, business management, or a related field.</li> <li>• 3 – 5 years' proven experience in a compliance officer role.</li> <li>• Good knowledge of legal requirements and procedures.</li> <li>• Brilliant oral and written communication skills.</li> <li>• Highly-analytical with strong attention to detail.</li> <li>• Experience in working in a development or NGO sector is ideal</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Competitive Rates</li> </ul>
<b>Application Process</b>	<p>To apply please email:</p> <ol style="list-style-type: none"> <li>1. Your Resume. Please include the names of two referees.</li> <li>2. Response to selection criteria of no more than 2 pages</li> <li>3. Optional cover letter of no more than 1 page</li> </ol> <p>Deadline for applications is: <b>Friday 3<sup>rd</sup> of May, 2024</b>. For more information call: 7203 2055.</p>