

## VACANCY ANNOUNCEMENT

### GROUP COMPLIANCE OFFICER – BILINGUAL

#### Position Description

<b>Position title:</b>	<b>Group Compliance Officer</b>
<b>Reporting:</b>	The <b>Group Compliance Officer</b> reports directly to the <b>Group Chief, Internal Controller &amp; Compliance Officer (Group CICCO)</b>
<b>Location</b>	Nairobi, Kenya
<p><b>About AGF</b></p> <p>The African Guarantee Fund (AGF) is a Pan-African non-bank financial institution whose primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing initiatives. AGF contributes to the promotion of economic development, vital for the prosperity, stability and poverty reduction in Africa through provision of a mix of financial guarantees and other products which will reduce the risks supported by financial sector lending to SMEs that have insufficient collateral and support for capacity development of the partner financial institutions.</p> <p>AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.</p>	
<p><b>Position Summary</b></p> <p>Reporting to the Group Chief, Internal Controller and Compliance Officer, the Group Compliance Officer will assist in managing the compliance risk by contributing to designing, implementing and maintaining an effective and efficient compliance framework and related policies &amp; procedures within the company.</p>	
<p><b>Major Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contributing to designing, implementing, and maintaining the compliance framework, policies, procedures, and relevant implementation tools around the following areas, but not limited to: <ul style="list-style-type: none"> <li>○ Anti-Money Laundering &amp; Combating Financing of Terrorism (AML/CFT)</li> <li>○ Data Protection and Management</li> <li>○ Conflict of Interest</li> <li>○ Fraud and Whistleblowing</li> <li>○ Code of Ethics and Professional conduct</li> </ul> </li> </ul>	

- Review the company's compliance framework against applicable laws and regulations, and the best international practices, and ensure adherence.
- Communicating compliance expectations to the entire organization and providing guidance on adherence.
- Ensuring that AGF staff members commit to the company's compliance framework.
- Conducting regular compliance training sessions for employees.
- Supporting proactive identification, assessment, and management of compliance risk.
- Ensuring thorough oversight and continuous monitoring of compliance activities, promptly investigating and reporting violations to Group Chief, Internal Controller and Compliance Officer.
- Contribute to the development and performance of compliance activities plan.
- Prepare a weekly, monthly, and quarterly activities report.
- Perform any other task as assigned by the Group Chief, Internal Controller and Compliance Officer.

### **Desirable qualifications, skills, knowledge and experiences**

- Bachelor and/or Masters' degree in Compliance or Auditing or Risk Management or Laws or any relevant field.
- Professional Qualification (CIA or CFE or ICA qualifications or ACAMS or CISA or any relevant qualification).
- A minimum of five (5) years of relevant experience in the financial services industry, consulting firms, law firms, or Development Financial Institutions is required. Additionally, having at least two years of experience in a Big 4 audit firm is considered advantageous.
- Ability to manage multiple assignments under pressure while meeting tight deadlines.
- Strong knowledge of and experience with AML/CFT, Data Protection, Fraud, Risk Management and Internal control international standards and requirements.
- Strong understanding of African continent and business environment.
- Ability to compile and report results of activities.
- High degree of computer literacy necessary.
- Bilingual – fluent in English and French is a must.

### **Skills**

- Advanced problem solving, critical thinking, and analytical skills.
- Good operational risk management skills.
- Strong prioritization skills.
- Advanced interpersonal and relationship management skills.
- Advanced presentation and communication skills.
- Strong negotiation and conflict resolution skills.

- Demonstrated ability to work in an evolving and multicultural environment.
- Ability to learn quickly / develop the necessary skills.
- Team player with strong interpersonal and leadership skills
- Excellent project management and consulting skills.
- Excellent IT skills.

***Additional eligibility competences and desired Characteristics***

- Attentiveness to details.
- Ability to use spreadsheets and accounting software.
- Willingness and ability to travel.
- Self-driven individual with a passion and flair for helping SMEs succeed.
- Ability to work in a professionally and culturally diverse setting.
- Willingness to travel and work under minimum supervision.

**The position will be permanent, with an initial probation period of six (6) months, to be confirmed based on satisfactory performance.**

## Terms of Offer

African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender-sensitive working environment and believes that staff diversity promotes innovation and excellence.

Women candidates are strongly encouraged to apply.

## Privacy Notice

When you choose to apply for this position, be informed that you might be required to share with AGF your personal data, such as name, address, country of residence, resume, diplomas, certificates, email address, etc. This information enables us to process your application and communicate with you when required.

Your personal data internally may be used by the Human Resources department, Hiring Department and any related functions involved in the recruitment process. AGF might share your personal data with third party services providers or agents to perform certain processing activities on behalf of AGF. We will not sell, rent, or lease your personal data to third parties. We require these service providers to protect your personal data diligently.

We will only release your personal data if so, required by law, where necessary for preventing or combating fraud, where necessary for dispute resolution or for any other pressing legitimate need which under the circumstances must outweigh your privacy interests, such as the security of our business and the safety of our staff.

If you choose to apply for this position, you authorize AGF and its staff to collect, store, use, disclose and otherwise process your personal data in connection with the purposes as described above.

## Applications

All applications should be sent via email, attaching your resume and cover letter summarizing your relevant work experience, name and contact information of 3 referees that are familiar with your professional qualifications and work experience to: [recruitment@africanguaranteefund.com](mailto:recruitment@africanguaranteefund.com).

All applications should be clearly marked on the subject line: **“AGF - Application for Group Compliance Officer”** and will be considered until **30<sup>th</sup> June 2025** or until the position is filled.

**Only short-listed applicants meeting the above requirements will be contacted.**

We invite you to learn more about us at: [www.agf.africa](http://www.agf.africa).