**Job Description**

Head of Legal and Compliance (CLO)

1. **OVERVIEW**

A Head of Legal and Compliance, or CLO, is responsible for overseeing all aspects of legal and compliance functions in Myanmar including but not limited to:

1. Plan & coordinate the operational activities of group of companies in Myanmar to guarantee compliance with internal processes. Examine and evaluate the adequacy and effectiveness of procedures to ensure all assets are implemented adequate internal controls & safeguards
2. Create action plan & monitor the execution.

This covers the operations within the group of companies in M (hereafter referred to as Group):

1. Micro-financial institution (loans and deposits to individuals) (hereafter referred to as MFI);
2. Management consultancy company (sales, risks and marketing support for MFIs).

The work on this position includes everything from regulatory compliance (Micro Finance Supervisory Committee, regional Micro Finance Development Working Committees, Financial Regulatory Department of Myanma Ministry of Finance) with accounting standards and practices and requires extensive experience in retail banking or consumer finance industry.

This position reports to:

* Chief Executive Officer (hereafter referred to as CEO) directly on issues concerning MFI;
* Country Manager (hereafter referred to as CM) on issues concerning development of legal strategies for Group.

CLO should set-up and enforce legal policy, compliance policy, anti-money laundering policy in addition to working with other departments to develop positions on best practices throughout the Group in terms of risks mitigation. Reports from the legal department are checked over by CEO and CM and before being submitted to Group’s Headquarters (hereafter referred to as HQ) for review.

The CLO is accountable to micro financial regulators, along with the CEO. Maintaining accurate and detailed legal and compliance analysis reports is a critical part of this job. If legal questions develop, the CLO is the first person consulted.

1. **RESPONSIBILITIES**
2. Plan & coordinate the operational activities of MFI to guarantee compliance with internal processes. Examine and evaluate the adequacy and effectiveness of procedures to ensure all assets are implemented adequate internal controls & safeguards
3. Implement systematic approach to creat & update compliance document of business
4. Prepare & implement methodology of compliance process description & measurement
5. Cooperate with internal control analyst to improve the process of compliance documentation
6. Periodically assess the adequacy and effectiveness of internal processes to ensure that all policies and procedures are implemented and well documented, performing occasional internal reviews and identifying compliance problems that call for formal attention
7. Establish compliance framework across the division (policy, regulation, process to control compliance);
8. Introduce, train the whole division to comply with compliance policy and process;
9. Provide Legal protection and risk management advice to management especially in contract management and review legal documents;
10. Review and approve the proposed policies, procedures, regulations and guidelines;
11. Be main contact point in solving compliance of the division and solve any critical issues;
12. Set up compliance assessment on yearly basis and prepare compliance control plan;
13. Participate in critical projects and give legal opinions of project initiatives;
14. Create action plan & monitor the execution.
15. Provide cost effective cooperation with legal advisors.
16. Other duties as required.
17. **QUALIFICATIONS & REQUIREMENTS.**
18. University or Master Graduate, major: Law
19. At least 04 years’ experiences in compliance managerial position, preferably working for banking or finance institution
20. Deep understanding of micro finance and banking process
21. **OTHER SKILLS AND ABILITIES**
22. Strong verbal, oral & written communication skill
23. Leadership & negotiation skills
24. Demonstrated ability to build relationships and communicate with peers, subordinates and executive management. Focused on keeping the friendly working relations’ environment. Ready to share experience with colleagues;
25. Ability to delegate work responsibility with strong interpersonal skills;
26. Positive and active social life position. Ready to share hobbies and life interests;
27. Analytical & skeptical skills
28. Pay attention to details
29. Time management skill
30. Diligent and commitment
31. Experience in establishing foreign owned legal entities;
32. Experience in providing legal support for foreign investments;
33. Acquisition target due diligence and integration experience is advantageous;
34. Problem solving and strategizing capabilities;
35. Open minded thinking. Ready to acquire new knowledge and skills.
36. Proficiency in Microsoft Office software
37. Multi-location and international background is a plus;
38. Fluency in both Burmese and English

I hereby accept terms and conditions of this Job Description:

CLO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/ \_\_\_

Signature Full name Date