



Da Afghanistan Bank (Central Bank) FinTRACA Department

Post Title: Manager of Compliance
Location: Kabul
Sex: Male
Nationality: Afghan
Grade: 9
Reports to: Director General
Closing Date: 5th January 2010

Duties & Responsibilities:

- Define and maintain processes for information receipt, validation, and control
- Responsible for paper archives
- Responsible for development of comprehensive AML training program and materials for reporting entities and DAB Supervision department
- Responsible for development of internal training program for FIU staff
- Development of annual training budget and scheduled
- Establish and maintain register of reporting entities
- Collect data and develop statistical reports and trend analyses. Provide annual and ad-hoc reports to DAB Executive Board and FIU General Director
- Work closely with Analysis Section on the quality of CTRs and STRs
- Manage compliance of reporting entities with Cash Transaction and Suspicious Transaction reporting
- Develop measures and metrics for all training and reporting activities
- Identify and coordinate DAB, Afghan Government, and Donor organization resources in area of training and capacity enhancement
- Maintain student training records for all training activities
- Review and propose changes to AML related laws and regulations
 - Any relevant additional tasks as assigned by the DG

Key Skills:

- ✚ Organizational and management
- ✚ Communication
- ✚ Process development and management
- ✚ Legal

Academic Preparation:

Bachelor's Degree (Degree in Economics is preferred)

- ✚ Good command of English language (oral and written)
- ✚ Familiar with the Microsoft office package
- ✚ Familiar with the government rules, regulations and work procedure

Language:

Pashto, Dari, English