



Job Description

Functional Title	In charge AML Unit	Grade	OG-I to AVP
Division	Compliance	Function	Compliance
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Unit Head Regulatory Affairs	Reporting (Dotted)	-

Position Summary:

The In-Charge of the Anti-Money Laundering (AML) Unit—commonly designated as the AML Manager, AML Compliance Officer (AMLCO), or Money Laundering Reporting Officer (MLRO)—is a senior-level role responsible for developing, implementing, and overseeing the organization’s AML/CFT framework to prevent, detect, and report money laundering, terrorist financing, and related financial crimes.

Key Responsibilities:

- Policy Development & Implementation: Designing and updating internal AML/CFT policies, procedures, and systems tailored to the organization's risk profile.
- Risk Assessment: Leading regular, firm-wide AML risk assessments to identify vulnerabilities in products, services, customers, and geographic locations.
- Transaction Monitoring & Investigation: Overseeing the monitoring of transactions to detect unusual behavior, reviewing alerts for potential suspicious activity, and managing investigations.
- Regulatory Reporting (SARs/STRs): Acting as the central point for reporting suspicious activity to relevant authorities (e.g., Financial Intelligence Units) and managing the registration of reports.
- KYC/CDD Oversight: Managing Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) processes for high-risk clients and Politically Exposed Persons (PEPs).
- Staff Training & Awareness: Developing and delivering training to ensure employees understand AML obligations and can identify red flags.
- Liaison with Authorities: Serving as the main contact for regulatory inspections, audits, and law enforcement requests.





Job Description

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	8-10 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

Employee Name & Signature

Date:

Dept. / Div. Head (Sign & Stamp)

Date:

