

Position: KYC Supervisor
Division: Operation Division
Location: Head Office

Required Qualification & Experience:

Graduate/ Postgraduate degree preferably M.Com / MBA in Marketing, Finance or Economics or equivalent from an HEC recognized university. Minimum 6-8 years' relevant experience in KYC and periodic review. Acquainted with updated banking & prudential regulations, banking practices and procedures.

Position Summary

To lead the KYC Unit for bank-wide customers. Conduct periodic and dynamic CDD review processes end to end in order to establish and sustain a sound framework for operations/business functions in order to minimize the ML, TF & PF and other risks.

Main Duties & Responsibilities

- Lead the KYC Unit in providing positive, accurate and practical advice to the branch banking network on all KYC/CDD related matters .
- To ensure compliance of periodic as well as dynamic risk reviews of KYCS/CRPS on a timely basis in order to comply with all local regulations and international best practices.
- Assist branch banking network for the correct submission of KYCS/CRPS.
- Provide KYC & CRP guidance/input on the production and delivery of all KYC related training materials and participate/support in the delivery of Face to Face KYC training.
- Assist team and ensure obtaining updated documents with respect to the customer profile in order to comply with the FWBL & SBP requirements including but **not** limited to Risk Based Approach & AML CFT CPF Regulations.
- Ensure KYC related policy and procedures remain updated and relevant.
- Ensure timely implementation of gaps identified by internal/external audit along with any issues raised by external regulators.
- Act as a senior referral point for KYC matters escalated by branch banking network.
- Work collectively with Head CPU to develop, organize and maintain a motivated and professionally trained staff, ensuring appropriate capacity planning, adherence to and improvement in performance and quality standards and appropriate career development.
- Identify key risks in the KYC process and in document identified risks. Also, ensure timely implementation of gaps identified by internal/external audi along with any issues raised by external regulators.
- Assist Head CPU on implementing organizational initiatives and other official matters, when required.
- Remain updated on legal and regulatory AML CFT CPF requirements and actions
- Conduct meetings with the business and compliance to facilitate good communications and resolve KYC issues.
- Contribute to the identification of opportunities for continuous improvement of KYC systems, processes and practices within the function, improvement of business productivity improvement.

