

## **POSITION DESCRIPTION**

The Voice Inc.

### **AM25000113 - Compliance Officer**

#### **Call for Applications**

#### **Compliance Officer**

The **Voice Inc. (TVI)** was established in 2007 and incorporated in 2010. A leading local civil society organization, TVI works in the space policy reform by engaging and empowering its network of developmental leaders to address some of Papua New Guinea's most pressing issues.

TVI is seeking applications from highly motivated and experienced individual for the role of Compliance Officer. The Compliance Officer will be responsible for ensuring the organization's practices are compliant with relevant laws, regulations and licensing requirements. The Compliance Officer will work with the Legal Manager to advise stakeholders on a range of matters including compliance, auditing, health and safety, financial risk and legislation.

#### **Key Responsibilities:**

- Implement and manage an effective risk and compliance program
- Develop and review organisation policies
- Advise management on the organisation's compliance with laws and regulations through detailed reports
- Create and manage effective action plans in response to audit discoveries and compliance violations
- Regularly audit organisation procedures, practices, and documents to identify possible weaknesses or risks
- Assess organisation operations to determine compliance risk
- Ensure all employees are educated on the latest regulations and processes
- Resolve employee concerns about risk and compliance
- Any other duties as directed by Manager Legal and Coalitions.

#### **Applications will be assessed against the following criteria;**

- Bachelor's degree in law, finance, business management, or a related field
- At least 5 years' proven experience in a risk and compliance officer role
- Good knowledge of legal requirements and procedures
- Brilliant oral and written communication skills
- Highly-analytical with strong attention to detail.

**This position is open to PNG citizens only.**

#### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close 5pm, Friday, 28<sup>th</sup> February 2025**

*Only shortlisted applicants will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview.**