

**VACANCY NOTICE 003/2023**  
**COMPLIANCE OFFICER**



**Position Overview:**

The Telecommunications Regulatory Commission (the *Commission*) is seeking a highly knowledgeable and detail-oriented Compliance Officer with a strong legal background to ensure that our organization operates within a legal and regulatory framework.

As the Compliance Officer, you will play a key role in implementing and monitoring compliance programs and processes to mitigate risk and maintain ethical practices across the company. Your expertise in legal matters will be instrumental in interpreting and applying laws, regulations, and policies relevant to our industry.

**Primary Responsibilities:**

1. Design, develop, and implement compliance programs to ensure adherence to applicable laws, regulations, and telecom standards. Identify areas of potential risk and develop strategies to mitigate them effectively.
2. Regularly monitor and assess the effectiveness of compliance initiatives, policies, and procedures. Conduct internal audits, risk assessments, and compliance reviews to identify non-compliance issues and recommend corrective actions.
3. Stay updated with changes in the laws, regulations, and telecom industry guidelines that impact the Commission.
4. Must be able to effectively communicate and collaborate with internal and external teams to develop and update policies, guidelines, and procedures to ensure compliance with legal and regulatory requirements. A strong understanding of the Telecommunications Act and possess the ability to effectively communicate policy changes with team members.
5. Develop and effectively deliver compliance training programs for employees at all levels of the organization. Provide guidance and education on compliance-related topics, including but not limited to anti-corruption, ethics, conflict of interest, and other relevant areas.
6. Prepare and submit accurate and timely compliance reports to immediate supervisor, regulatory agencies, and stakeholders as required. Maintain a thorough and comprehensive file system.
7. Identify potential compliance risks and vulnerabilities and provide recommendations to improve internal processes and systems to ensure compliance and minimise risks.
8. Conduct investigations into compliance-related issues including allegations of misconduct, fraud, or violations. Collect evidence, interview relevant parties, and prepare investigative reports inclusive of recommended actions.
9. Collaborate with stakeholders, regulatory agencies, and auditors as necessary. Foster a positive working relationship with all stakeholders and all internal departments.
10. Perform compliance audits on service providers/licensees' business whilst maintaining a register of breaches.

**Qualifications and Skills:**

- Bachelor's degree (MBA preferred) in Business, Finance or Economics.
- Proven work experience as a Compliance Officer (at least 7 years).

- Strong analytical and problem-solving skills with keen attention to detail.
- Excellent communication skills, both written and verbal, with the ability to clearly articulate complex legal concepts.
- Experience in developing and implementing compliance programs and policies.
- Demonstrated ability to conduct investigations, audits, and risk assessments.
- Professional certifications in compliance or related fields (e.g., Certified Compliance and Ethics Professional) are advantageous.

As a Compliance Officer, you must maintain the highest level of integrity whilst you play a crucial role in safeguarding the Commission's reputation and integrity by ensuring compliance with relevant laws and regulations. Your expertise and keen attention to detail will contribute to our commitment to ethical practices and regulatory adherence.

**Salary:** Commensurate based on skills and experience

**Terms:** Permanent – Virgin Islanders or Belonger's Preferred

**Closing date:** September 29, 2023

**Please send your resume to:**

Human Resources – Ref: Compliance Officer  
Telecommunications Regulatory Commission  
P.O. Box 4401  
Road Town, Tortola  
British Virgin Islands VG 1110  
or email [hr@trc.vg](mailto:hr@trc.vg)