



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Compliance Specialist/Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry IT & Software
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry IT & Software: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Compliance Specialist/Manager will be responsible for ensuring the subsidiary operates in compliance with applicable laws, regulations, policies, and industry standards. The role oversees compliance systems and controls, reviews contracts and business documents, manages compliance risks and incidents, supports regulatory inspections, and promotes a strong compliance culture through training and stakeholder engagement.

Responsibilities

- 1.Establishment of compliance systems:** Accurately understand local laws, regulations, policies and industry standards. Collaborate with business units to develop compliance management plans, and integrate external compliance requirements into business process activities (including the formulation, optimization and IT implementation of compliance control plans for business processes).
- 2.Compliance review:** Responsible for conducting compliance reviews of contracts, agreements, business plans, and internal and external documents for the representative office/subsidiary. This involves reading through the entire document, identifying clauses related to compliance, and providing opinions.
- 3.Compliance culture development:** Responsible for communicating with external government institutions, law firms, industry associations, and key clients. enhancing the compliance awareness of all employees through training and enablement, and developing third-party compliance culture to foster a positive compliance culture environment.
- 4.Compliance incident management:** Responsible for managing and responding to compliance incidents, including external regulatory inspections, enforcement actions
- 5.Operation of the compliance management system:** Assist the compliance officer in establishing, optimizing, and operating the subsidiary's compliance management mechanism (including objectives, business risk management, crisis drills, inspections, reward and punishment culture, knowledge management).

Education & Qualifications

- Bachelor's degree or above.
- Basic legal knowledge for compliance.
- Fundamental principles and methods of compliance management.

Requirements

- At least 5 years of experience in the compliance and legal industry.

Characteristics

- Proficient in Office software, including Word, Excel, and PowerPoint.
- Possesses project management capabilities.
- Strong communication and influence skills.
- Good knowledge of English.
- Basic Chinese writing skills.

Driving Licence

Not Required

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