

Control Risks



Deputy Compliance Manager, South Iraq

Control Risks

Control Risks is a global risk consultancy specialising in helping organisations manage political, integrity and security risks in complex and hostile environments.

We are a medium sized, rapidly growing company. Since our inception in 1975, we have worked with more than 5,000 clients in over 135 countries worldwide. Our renowned expertise, the breadth of our services and the geographical reach of our organisation enables us to help our clients meet their challenges and realise new business opportunities across the world.

Employer vision:

People should come to work with us because we provide real benefit to many of the world's leading organisations. In doing so we give our people direct responsibility, career development and the opportunity to work on some fascinating projects in a rewarding, diverse and enjoyable environment.

Job Title

Deputy Compliance Manager - South

Location

Basra, Iraq

Type of Engagement

Permanent, Rotational (4 weeks on task / 1 weeks on leave)

Department

Compliance

Manager

Compliance Manager ,South
Commercial Compliance Manager, Iraq

Job Purpose

Responsible for ensuring that Control Risks is conforming consistently to Government of Iraq law in all respects. Specifically, the role is responsible for the collation and management of countrywide Compliance documentation requirements, as specified by the respective Government departments

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Tasks and Responsibilities

Departmental Responsibilities

- Cover the Compliance Manager South duties while on leave.
- To inform the Compliance Manager South of any variations to the business environment and/or the governing regulatory systems effecting the good - standing, or in general, the interests of the company and its investment in Iraq
- Managing the Compliance team requirements in daily bases and reports any serious issues to the Compliance manager south.
- Ensuring the smooth running of the APT teams' operations when on duty by ensuring compliance documents pertaining to vehicle, APT team personnel, weapons, and Audio-visual communication equipment is in good order and up to-date.
- Oversee the preparing and printing and submission and collection and tracking of all compliance paperwork and make sure all are valid and up to date, also, taking the required legal action if any of the letters are delayed.
 - Convoy movement letters (NIIA) for southern reagon
 - Oil fields access letters (SOC / MOC letters)
 - Shooting range usage applications
 - Visas and blood tests
 - Fuel requests and vouchers issuance
 - Airport access letters
- Handling serious issues related to military or non-military check-points negotiations that our APT teams might encounter.
- And make sure all are valid and up to date, also, taking the required legal action if any of the letters are delayed.
- Consolidating Control Risk's company information (South) and provide the monthly updates to Baghdad team on personnel, weapons, vehicles, uniforms, income tax, social security, business related contracts, and existing contracts variation orders, and any other agreements such as real estate lease agreements, etc.
- Renewal of company real estate lease agreement (South) and any issues related to this lease agreement, and/or the application for any construction licenses required for premises or accommodations quarters expansion.
- Maintaining and updating the Company Registry (Baghdad headquarters and any branch offices in Iraq), including but not limited to, the incorporation documents and all professional licenses (MOT, MOI and the MOC) in addition to the annual financial reports.
- The due process of registration of vehicles, weapons, and personnel with MOI. Also, the vehicles insurance renewal.
- Control of the Commercial logistical documentations received from suppliers for weapons, vehicles, body armoury, protective helmets, etc., and the commercial documentation related to importation and exportation approvals required from MOI.
- Reporting company compliance related expenses generated from all functions to enable a financial conclusive forecast for company's monthly and yearly budget.
- Face to face meetings with Ministry of Interior (MOI) and Iraqi National Intelligence and Investigation Agency (NIIA). And Basra Army Operation Commandment (BaOC) ,Iraqi Security Forces check points and Police station visits, liaison with Iraqi Oil and Gas Police Force, Iraqi Navy and any other Iraqi institution as directed. Ensuring that at all times Control Risks is professionally represented.

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- Provide Control Risks Administration and Logistics departments with clear details of what is required from each in terms of MOI Compliance, to ensure each department's processes and documentation are in good order.
- Ensuring confidentiality is upheld with the receipt of sensitive information and security is put in place with the storage of such data.
- Tracking , Maintaining the visas for the expat staff supervising the visa issuance at Basra residency
- Maintaining and updating the visa and Blood tests tracker with new information as they change.
- Track and maintain Blood tests for expat staff and coordinating with OPS managers to facilitate the blood test process in a weekly manner
- Oversee SOC fuel requests and vouchers issuance by coordinating with OMs, PRMs, ROO business support department and SOC to insure fuel provision for CR teams in ROO.
- Client liaison including consultancy and guidance concerning compliance with the Go laws and regulations.
- Identification of new regulations and instructions implemented by Go offices might benefit of effect operations.
- Compliance planning support for project mobilisation / demobilisation
- Development and management of document control initiatives
- Client liaison including consultancy and guidance concerning compliance with the GoI laws and regulations

Personnel Management

Recruitment, management and training of Compliance department personnel in accordance with Iraq HR procedures and mandatory training requirements.

- Compliance Admin south
- Liaison Manager South
- Visa Facilitator south
- Airport Liaison Officer
- Airport Fixer assistant

Policy and Procedure

- Assist the Compliance Manager South and Commercial Compliance Manager Iraq in the development of Compliance Policy
- Assist in the development of Regional Management and Contingency Procedures
- Maintain database of approved licenses and compliance paperwork to support business continuity
- Assist in the currency of compliance training within Control Risks induction, familiarisation and continuation training programmes

Quality Management

- Delivery of Compliance support in accordance with policy, procedure and QMS requirements
- Management of all Compliance activities in accordance with local (Go and Moil) and international laws (ABC, FCPA and VPSHR)

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Allowances:

- Food allowance
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Knowledge and Experience

Essential

- Bachelor's Degree (Business Administration / Communications)
- In depth knowledge of Iraqi Government Architecture
- Knowledge of MOI requirements and information management

Preferred

- Compliance management experience (hostile environment)
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Qualifications and Specialist Skills

- Fluent written and spoken Arabic and English
- Effective communicator
- Cultural awareness
- Microsoft office proficient
- Database entry and accuracy

Preferred

- Other regional languages
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Behaviours

All employees are expected to display behaviours reflective of our company values:

- Honesty , integrity and ethics
 - Ability to communicate extremely well across cultural lines
 - Cultural sensitivity and understanding
 - Ability to work well under pressure
 - Persistence and a desire to achieve
 - Problem solving abilities
 - Collaboration and Teamwork
 - Commitment
 - Professionalism and Excellence
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