

Deputy Manager – Regulatory Affairs

Last Date to Apply:	15- February -24
No of Vacancies	01
Direct Reporting to	Chief Regulatory Officer
Education:	CA (Finalist)/ACCA/ACMA/MBA (Finance) from HEC recognized institution.
Experience	5 to 6 years of experience (1 to 2 years managing a team).
Location	Karachi
Job Description:	<ul style="list-style-type: none"> * Oversee operations with respect to regulatory compliance of Exchange and brokers. * Develop policies and procedures as may be required from time to time. * Develop roles, responsibilities and goals of staff members. * Monitor performance of the staff towards their roles, responsibilities and goals. * Supervise periodic compliance reviews of the Exchange. * Supervise system audit and inspection of brokers. * Supervise/conduct any investigation/enquiry against the brokers. * Ensure timely processing of investor complaints. * Supervise regulatory awareness and training to staff, brokers and their employees. * Review of the regulations to formulate proposals for drafting new regulations or carrying out amendments in existing regulations. * Train and guide staff members in respect of their job responsibilities. * Assist CRO for liaison with the SECP and brokers on regulatory issues. * Provide guidance to the brokers, employees of the Exchange about their permissible conduct. * Assist CRO in handling disciplinary proceeding against TREC Holders of the Exchange. * Assist CRO in handling regulatory compliance audits of the Exchange and inspections by the SECP. * Motivate the team to complete the project/task on hand in a timely manner. * Assign work and guide and support staff to implement the work effectively and to further develop their professional capacities. * Liaison with the CRO and HR to evaluate and adjust job descriptions, training plans, and compensation of staff as and when needed. * Develop departmental budget and ensure compliance of operations with the budget. * Continuously improve efficiency of operations through automation and adequate job-rotation of team members. * Ensure timely submission of periodic reports/data to the CRO and the SECP. * Assist in resolving queries of brokers/investors/regulatory authorities. * Any other responsibility which may be assigned by the CRO from time to time.
Skills:	Compliance and regulatory awareness, Report writing and presentation, Excellent written and verbal communication, Proficiency in MS Office, Ability to work well under pressure and capability to meet deadlines, Self-motivated and organized team player