

Job Description – Public Bank Securities Vietnam

Job title	Head of Compliance Department
Location	Hanoi, Vietnam
Terms	Full-time
Responsibilities	<p>Head of Compliance Department will organize the implementation and be responsible for all activities of the Compliance Department, ensuring all business activities of the Company in compliance regulation of the Group and related laws.</p> <ul style="list-style-type: none"> • Responsible for the leadership and management of all functions of Compliance Department; • Evaluate, review and recommend of amendments to processes, procedures to ensure compliance with laws and regulatory agencies. Assess the relevance of regulations issued by the regulators and prioritize the procedures according to the level of risks; • Legal due diligence for the signing of contracts of the company, legal assessment management for documents and services of the company’s business and operations; • Review regulatory reports to ensure accuracy of data and timeliness of submission to regulators; • Review the operations of other departments. Build a system of legal documents serving the company’s business activities and updating legal documents to the Departments; • Circulation of the new issuance/updates of guidelines/act/rules and regulations to all departments for their evaluation for formulation of action plans to comply with the regulatory requirement; • Implement and control all information disclosure documents according to regulations and related documents to the License to operate, and be the contact point to work with state management agencies; • Participate in resolution of complaints, disputes, and other related matters of the company related to the operational aspects; • Other tasks as assigned by the Chief Executive Officer.
Requirements	<ul style="list-style-type: none"> • University degree or higher in law, finance, economics, business management, or related fields;

	<ul style="list-style-type: none"> • A minimum of 7 years’ experience in legal & compliance in securities or financial service companies; • At least 2 years working experiences in a leader position with a proven track record; • Good knowledge in commercial law, especially the law of contract, law on enterprises, law on investments and law on securities; • Knowledge of, and experience in an operating environment of strong internal controls, and corporate governance; • Written and verbal communication in English and Vietnamese.
Benefits:	<ul style="list-style-type: none"> • Outstanding career development opportunities • High performance & dynamic working environment • Great employment benefits • Insurance coverage • 18 days full paid leave per year • Salary review annually • Training & Development • Annually health checkup
Contact	<p>Please submit your resume and cover letter to Human Resource Department – Public Bank Securities Vietnam Ms. Huong Email: hrd@pbsv.com.vn; careers@pbsv.com.vn</p>