



LAW SOCIETY OF KENYA

AML/CFT COMPLIANCE OFFICER – COMPLIANCE & ETHICS DIRECTORATE

The Law Society of Kenya is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit a suitable candidate for the position of Anti-Money Laundering & Combating the Financing Terrorism (AML & CFT) Compliance Officer, Compliance & Ethics Directorate, to enhance its service delivery. This position will be a one (1) year contract.

The Compliance Officer will undertake the following responsibilities;

Key Responsibilities:

- Assist in supervising and enforcement of compliance for anti-money laundering, combating the financing of terrorism and countering proliferation financing (AML & CFT & CPF) for lawyers, notaries and other legal professionals;
- Assist in reviewing the rules and processes to prevent financial crimes and updating the relevant stakeholders (members) to comply with the latest rules and regulations;
- Assist with reviewing and evaluating data of suspicious accounts that might be concealing money laundering;
- Conduct AML training for the LSK members and make them aware of the AML rules and regulations and train them on the best industry practices;
- Assist in submitting periodic reports on AML & CFT compliance and assist with the filing of semi-annual reports and annual reports with the Supervisory Authority; and
- Any other AML & CFT related tasks as may be assigned, from time to time, by the Deputy Secretary/Director Compliance & Ethics and or Secretary/CEO.

Qualifications & Skills

- A Bachelor in Laws (LL.B) degree and a Post-Graduate Diploma from the Kenya School of Law. Any other relevant qualifications are an added advantage;
- Five (5) years' experience in AML & CFT Compliance and conversant with AML & CFT matters. Other relevant qualifications are an added advantage;
- Extensive knowledge of AML & CFT laws, regulations and industry standards, with a strong understanding of financial crime prevention strategies and techniques. Knowledge and experience of the legal sector will be an advantage;
- Leadership and management skills will be an added advantage;
- Strong analytical and problem-solving abilities, with a strategic approach to managing;
- Excellent communication and interpersonal skills, capable of interacting with senior executives and external stakeholders;
- Proficiency in compliance software and tools, with a solid understanding of data analysis and reporting;
- High ethical standards and integrity, with a commitment to regulatory principles;

- Strong decision-making skills, with the ability to handle complex and sensitive situations; and
- Proactive and results-oriented, with a focus on continuous improvement and innovation;

Interested persons are requested to fill the form [here](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at recruitment@lsk.or.ke so as to reach us not later than **16th January 2025 before 5:00 pm.**

N/B: Only shortlisted candidates will be contacted.

THE SECRETARY/CEO
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