

Position Title:	Manager, Regulatory Compliance & Ethics
Available position/s:	1
Division:	Risk Division
Location:	Headoffice
Reporting to:	Director Risk

Position Scope:

The position is responsible ensuring that the bank operates within all applicable legal, regulatory, and ethical frameworks. This role involves developing compliance programs, monitoring adherence to laws and internal policies, and fostering a strong culture of ethics and integrity across the organization

Key Responsibilities:

- Develop and implement a risk-based compliance monitoring framework, capable of identifying, assessing and reporting all material compliance risks.
- Monitor and coordinate compliance activities of all departments within the Bank and ensure their procedures, internal systems and controls are up-to-date and properly documented.
- Maintain an updated understanding of relevant regulatory requirements by providing advice and guidance to senior managers on various current and emerging laws & regulatory requirements that impacts on the banking business.
- Keep the business informed regarding pending industry changes, trends, and best practices and assess the potential impact of these changes on the Banking processes.
- Develop an effective compliance training program for employees to create awareness on laws, regulations and ethical standards governing the banking industry.
- On an ongoing basis, identify potential areas of compliance vulnerability and risk, and develop/implement corrective action plans for resolution of problematic issues, and provide general guidance on dealing with similar situations in the future.
- Respond to alleged violation of rules, regulations, policies and procedures by evaluating and recommending the initiation of appropriate investigative procedures.
- Collaborate with other departments (e.g., Risk Management, Internal Audit, Human Resources, etc.) to direct compliance issues to appropriate existing channels for further investigation and resolution, and consult with the legal department as needed to resolve difficult legal compliance issues
- Prepare standard and ad-hoc data reports to regulators and other stakeholders as may be required.
- Review compliance policies and procedures on a regular basis to ensure they comply with statutory and regulatory requirements.

- Develop and maintain effective and efficient interaction with regulators, ensuring the bank's views are appropriately represented, and facilitate the supervisory activities of regulators.
- Identify, assess and report on the reputational risks facing the Bank through laid down procedures.
- Ensure adherence to all relevant laws, regulations, and guidelines (e.g., Central Bank, AML/CFT, data privacy, consumer protection).
- Stay updated on regulatory changes and assess their impact on the bank's operations.
- Oversee implementation of whistleblowing mechanisms and ensure protection against retaliation.
- Investigate misconduct cases and recommend appropriate disciplinary actions.
- Support in coordination and implementation of good ethical behavior in the way the Bank conducts its businesses and ensure adherence to best business practices.

Skills & Experience:

- Bachelor's degree in business or related field from a recognized University.
- Professional certifications such as CAMS, CRCM, or Ethics & Compliance certifications preferred.
- Professional Qualification in CPA or ACCA shall be an added advantage
- A minimum of 6- 7 years' working experience, with at least five (5) years in middle level management in regulatory compliance, ethics, or governance roles within banking or financial services.
- Experience within risk management, internal audit, compliance and other related business units.
- Strong understanding of banking regulations, AML/CFT norms, and ethical standards.
- Excellent analytical, problem-solving, and communication skills.
- Ability to manage audits, regulatory inspections, and compliance reporting.
- High ethical standards and integrity
- Conversant with Banking regulatory requirements
- Regulatory expertise and risk management skills.
- Leadership and stakeholder engagement.
- Ability to foster a culture of compliance and ethics.
- Experience in Branch Operations.
- Expertise in MIS and good analytical skills.
- Knowledge of AML/KYC policy
- Excellent report writing skills
- Inter-personal sensitivity.
- Excellent communication & inter-personal skills
- Good presentation skills

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: Recruitment@nationalbank.co.ke by **Friday, 19th December 2025**
- Indicate Name & Job Reference **No. NBK/Risk/03/2025** on email subject.
- Please note that applications received after the deadline will not be considered.
- Only shortlisted candidates will be contacted for the next stage/s of the process.