

Compliance Specialist Jobs In Abu Dhabi | Khalifa University

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Company: Khalifa University

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

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About the job

The Compliance Specialist will provide a range of administrative, compliance, and research functions to support the operation in the attainment of KU objectives by providing support to the department in the areas of standards, comprehensive needs assessment, policies; in addition to developing & implementing a monitoring program, and offering recommendations for improvement.

Requirement

Maintain the confidentiality of the work and the results of the work performed.

- Assist in revising necessary policies and/or procedures in coordination with applicable department(s).
- Perform and/or schedule periodic compliance reviews.
- Conduct Operational, Investigative, Compliance and Programs Audits.
- Implement and conduct training programs where needed, and/or monitors existing training programs.
- Maintain, monitor, tracks and respond to questions regarding compliance program activities.
- Assist with correction of compliance concerns to include providing recommendations in compliance reports and Corrective Action Plans.
- Serve as a resource on matters of compliance and Auditing
- Maintain records related to the Compliance Program.

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