

## VIE Compliance Assistant

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Company: Societe Generale

Location: Dubai

Category: healthcare-practitioners-and-technical

### Responsibilities

The person holding this role supports the Regional Head of Compliance and SG DIFC Compliance Officers in the below areas (non-exhaustive), as required, on a day-to-day basis:

Anti-Money Laundering (AML)

Sanctions & Embargoes (S&E)

Know Your Customer (KYC)

Conflict of Interest (CoI)

Anti-Bribery and Corruption (ABC)

Gifts, Entertainment & Business Meals (GEMS)

Personal Data Protection (PDP)

Know Your Supplier (KYS)

### Tasks and responsibilities:

The main responsibilities for this role include assisting the Regional Head of Compliance and the Compliance Officers in:

Drafting internal procedures on various Compliance, AML, ABC and S&E topics

Reviewing the Group policies and procedures and assess their impact on the local procedures and update them as required

Preparing the agenda packs and slide decks for the various local committees on AML and S&E, ABC, PDP, etc.

Supporting with reviewing the information received from the Central teams for KYC onboarding, reviews, one-offs etc. and draft Compliance Opinions for the review of the AMLO and/or Compliance Officers

Supporting with escalations received on KYS topics

Supporting with regulatory reporting (periodic and ad hoc)

Support with collating information for the internal Risk Assessment Exercise on Compliance and Financial Crime topics (COMPASS)

Reviewing and analysing reports and Management Information (MI) received from the central team(s) on training, KYC, S&E, etc.

Regulatory watch – support in analysing new regulations and their impact on the internal processes and procedures

Support in drafting and submitting the required declarations to the competent authorities

Support in preparing and delivering local training and follow-up with SG DIFC staff on their completion of next steps, as applicable

Support with the deployment and performance of internal controls in terms of Compliance topics

Support with ensuring that the local sanctions list is updated within the Group's tool, upon

receiving notifications of such amendments, from the local regulatory bodies

In scope of Culture and Conduct:

Must demonstrate the highest standards of conduct and behavior in meeting Compliance's and GBSU policies and procedures, and when interacting with regulators, market counterparties, clients and colleagues. Employee must:

(i) know and respect the regulatory application (incl. internal rules and procedures) applicable to their role

(ii) complete the mandatory training programmes on time

(iii) undertake the actions needed as part of remediation program (if any)

(iv) contribute to data quality enhancement with the highest standards of execution when related to compliance processes (e.g. KYS, ABC etc.) and

(v) respect and follow instructions given by the Regional Head of Compliance and the Compliance Officers

Employee must demonstrate the adequate appropriation and continuous improvement on Culture & Conduct issues:

Through a sound environment encouraging speak-up and ethical decision making

By identifying and managing conduct risks and incidents and systematically processing their root causes, so as to prevent them for the future

**Due to the VIE eligibility criteria, a questionnaire will be provided. Please make sure to answer all the questions for an efficient analysis of your application.**

## Required

### Profile required

**PLEASE NOTE** that since this program is primarily an international development program, candidates cannot apply to a VIE assignment in their own country of citizenship.

**To facilitate the examination of your application by our English-speaking managers, we thank you for applying in English.**

### Studies & experience:

Graduate with a Master's degree from a Business/Engineering School or University with a specialization in Finance

A previous experience in Compliance would be appreciated

### Language skills:

Fluent in English

### Technical, operational & soft skills:

Good communication and presentation skills

Proficient/Good command of MS Office

Strong organisational, communication and problem-solving skills with a penchant to learn about the local and Group level regulations (applicable to SG DIFC's business)

## **The VIE assignment in a nutshell**

This VIE in Dubai is to begin as soon as possible, but you need to plan 3 months between your application date and the beginning of your VIE assignment. It will last 12 months.

In case a visa is necessary, please make sure your passport is valid up to 6 months after the end of the VIE contract to not delay your departure.

The VIE is a specific contract, under Business France's eligibility criteria, opened to candidates under 28 and from the member states of the European Economic Space. For further information (including your financial indemnities), please see [Mon VIE-VIA Business France](#).

We would like to draw your attention to the fact there that your VIE mission could potentially get postponed, depending on the evolution of the health crisis and subjects to the decision made by the Crisis and Support Centre of the Ministry of Europe and Foreign Affairs (MEAE). In addition, the selected candidate will only be paid upon confirmation from Business France and arrival in the country of assignment.

## **Why join us**

As soon as you arrive, you will be integrated into our teams and will learn every day alongside our experts, who will support you in your tasks. Gradually, you will become more independent in your projects, making this experience a real career accelerator. You will also discover all the diversity of our businesses, in a sector that is constantly evolving and innovating.

At the end of your VIE, various opportunities could be offered to you, in France and abroad.

## **Business insight**

At Societe Generale, we are convinced that people are drivers of change, and that the world of tomorrow will be shaped by all their initiatives, from the smallest to the most ambitious.

Whether you're joining us for a period of months, years or your entire career, together we can have a positive impact on the future. Creating, daring, innovating and taking action are part of our DNA.

If you too want to be directly involved, grow in a stimulating and caring environment, feel useful on a daily basis and develop or strengthen your expertise, you will feel right at home with us!

### Still hesitating

You should know that our employees can dedicate several days per year to solidarity actions during their working hours, including sponsoring people struggling with their orientation or professional integration, participating in the financial education of young apprentices, and sharing their skills with charities. There are many ways to get involved.

We are **equal opportunities employer** and we are proud to make diversity a strength for our company. Societe Generale is committed to recognizing and **promoting all talents**, regardless of their beliefs, age, disability, parental status, ethnic origin, nationality, gender identity, sexual orientation, membership of a political, religious, trade union or minority organisation, or any other characteristic that could be subject to discrimination.

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