

TURKS AND CAICOS ISLANDS



## **JOB VACANCY - SENIOR COMPLIANCE OFFICER**

The Turks and Caicos Islands Integrity Commission invites applications from suitably qualified individuals for the following vacant position.

### **SENIOR COMPLIANCE OFFICER**

#### **Role and Key Responsibilities**

- (a) To have oversight of the day-to-day management of the Compliance Unit, including case allocation, supervision, and quality assurance;
- (b) To manage the Compliance Unit, ensuring that, from the perspective of compliance, the Commission effectively and efficiently discharges its mandate as an anti-corruption agency and an institution protecting good governance through:
  - the promotion of integrity, honesty and good faith in public life in the Turks and Caicos Islands;
  - the application of the provisions of the Integrity Commission Ordinance, the Code of Conduct for Persons in Public Life, and the rules and procedures established by the Commission, so far as they relate to compliance enforcement.
- (c) To develop compliance policies, manuals and strategies aimed at strengthening the presence of ethical standards in Specified Persons in Public Life, and reinforcing the Integrity Commission's anti-corruption efforts.
- (d) Maintain confidentiality and handle sensitive information with the highest level of professionalism and integrity.
- (e) Supervise and Develop Compliance Personnel: Lead, mentor, and supervise compliance officers and support staff. Foster a high-performance culture by providing guidance, conducting performance appraisals, and facilitating ongoing professional development to build capacity within the team. Ensure staff adherence to policies, procedures, and ethical standards.

**Other Responsibilities include, to:**

- manage the intake and secure storage of Declarations of Financial Position and Statements of Registrable Interests, ensuring proper documentation and entry of all submissions to the Commission's data recording system;
- provide oversight of and lead in the review of statutorily required declarations, ensuring completeness, accuracy, consistency and validity of information for purposes of issuance of Certificates of Compliance;
- having created adequate control measures for the purpose, provide oversight of and lead in the review of statements of registrable interests, ensuring completeness, accuracy, consistency, currency and validity of information for purposes of compiling and maintaining the Register of Interests;
- Gather supporting documents, conduct interviews, and analyse findings relevant to declarations and statements of interests;
- Utilise risk-based approaches to identify anomalies, patterns, or discrepancies that warrant further scrutiny, and escalate findings appropriately.
- Drive continuous improvement in investigative methodologies.
- Provide, in support of public officials and public entities, advice on compliance with relevant legislation, standards, conflicts of interest, the Code of Conduct, and related ethical matters;
- manage the execution of full audits of declarations and statements of registrable interests to determine whether there is evidence of possible corruption, falsehoods or fraudulent representations;
- along with members of the Senior Management team, to manage the examination of the practices and procedures of public bodies in order to facilitate the discovery of, and/or recommend the implementation or amendment of, policies and procedures designed to prevent corrupt practices;
- where necessary, assist public bodies in developing policies and strategies to discourage corruption and instil integrity in their operations, beginning with the setting of ethical and compliance standards;
- in collaboration with the Public Education Unit, design and implement strategies and programmes for training Specified Persons In Public Life;
- Prepare operational, performance, and compliance reports for the Commission.
- Prepare for the consideration of the Commission, position papers on compliance-related issues, and perform any additional duties necessary for the effective functioning of the Compliance Unit.

**Qualification and Experience**

- Bachelor's Degree or Professional Certification in Compliance, Law, Business, Finance, Accounting, Risk Management or similar.
- a minimum of five years' work experience in Compliance, Anti-Money Laundering, Fraud Prevention or similar, of which two years were at supervisory or managerial level;
- experience working closely with persons from other cultures;

- a strong track record of achievement in compliance and related work.

**Competencies and other desirable qualities include:**

- proven demonstration of the highest standards of integrity, probity, and understanding of fiduciary responsibilities;
- knowledgeable of current “best practices” in compliance policies and procedures;
- excellent understanding of financial transactions, and the behind-the-scenes documentation that facilitate them, such as banking devices, investment vehicles and instrumentation, cash flow statements, corporate structures, partnership arrangements, and similar matters;
- good understanding of appropriate investigative strategies, principles and methods;
- experience in conducting interviews, eliciting relevant information from persons reluctant to give it;
- good analytical and evaluation skills which enables quick identification of procedural or compliance weaknesses, and strong problem-solving ability;
- the ability to provide guidance on compliance and financial disclosure issues;
- excellent interpersonal skills and superb oral and written communication and presentation skills in the English language;
- ability and skill in reviewing large volumes of data and documentation, to identify relevant anomalies for the purposes of the reporting requirements;
- demonstrated understanding of the importance of maintaining confidentiality, and experience in handling and maintaining documents of evidentiary value;
- IT experience, particularly in the use of spreadsheets, and the ability to drill down into computerised data to discover hidden information;
- conscientious commitment to efficiency, duty, observing deadlines and achieving results;
- ability to work independently, as well as collaboratively with colleagues, to achieve organisational goals;

**Location**

The Senior Compliance Officer position will be based on Providenciales, in the Turks and Caicos Islands

**Remuneration**

The starting salary for this role is **USD \$87,398** per annum with an accompanying **USD \$14,400** annual housing allowance.

**Specific requirement for the Integrity Commission Ordinance**

The successful candidate will be required to file with the Governor a Declaration of Income, Assets & Liabilities. This declaration will include details relating to his/her spouse and dependent children, pursuant to section 39 of the Integrity Commission Ordinance. He/she is also required to swear/affirm an oath of secrecy before commencing work.

**Term of Contract**

If the successful candidate requires a work permit, the contract will be for a period of two years in the first instance, renewable upon mutual agreement, but subject to the Commission’s ability to secure subsequent work permits for him or her.

### **Application procedure**

Applicants are requested to submit their CV together with a cover letter setting out how they satisfy the criteria for this role, to be delivered to the Secretary, the Turks and Caicos Islands Integrity Commission, Franklyn Missick's Building, Church Folly, Grand Turk, the Turks and Caicos Islands, or by email, addressed to [secretary@integritycommission.tc](mailto:secretary@integritycommission.tc).

Applicants should include contact details for two referees who will be asked for written references should the applicant be successful.

Applicants who are Islanders are encouraged to send a copy of their application to the Commissioner for Labour.

Any International applicant, if selected for the position, will have to provide details of childhood vaccinations as part of the process to obtain a certificate of good health in order to process the requisite Work Permit application.

### **THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS 16<sup>TH</sup> MARCH 2026**

Applicants should note that only those who are short-listed for interview will be notified.

Applicants should also note that, due to the sensitivity of this role, the Commission will undertake a thorough vetting process of the successful candidate, to be carried out by an independent third-party vetting firm.