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GIC-Bhutan Reinsurance Co. Ltd.
Reinsurance with Professionalism, Trust & Reliability

----- *An ISO/IEC 27001:2013 Certified Company.* -----

Post Title : **Compliance Officer**
Duty Location : **Changjalu, Opp. Lungtenphu Helipad, GBRL, Thimphu**
Type of Employment: **Regular**
Reporting to : **Chief Executive Officer**

GIC-Bhutan Reinsurance Co. Ltd GBRL is a joint venture (FDI) company incorporated in May, 2013 under the Company Act 2000 of the Kingdom of Bhutan. We are Reinsurance company and write business in the domestic market and across the Region.

1. Roles and Responsibilities

- ✓ Monitor the effective compliance of laws, rules, regulations and directives within the GIC-Bhutan Reinsurance Co. Ltd.
- ✓ Implement and ensure compliance of all matters relating to prudential rule and regulation, corporate governance rules & regulation, Financial services Act, Companies Act, any other rules & regulation which may pertain to GIC-Bhutan Reinsurance Co. Ltd and directives issued by the Authority such as RMA, MOEA and other relevant stakeholders.
- ✓ Act as a focal point between the company and the Royal Monetary Authority or other regulatory body.
- ✓ Collect information requested by the RMA, MOEA from the company & submit it on a timely basis.
- ✓ Check the correctness and promptness of the report submitted to the RMA, MOEA & other regulatory body.
- ✓ Deal with any query or problem concerning the Authority returns and compliance with the prudential norms.
- ✓ Report to the Authority on timely basis as required the issues pertaining to non-compliance.
- ✓ Support corporate values through policy and process and advise the senior management & board on the regulated entity's compliance with applicable laws, rules, regulations and standards; and
- ✓ Educate, inform staff about compliance issues.
- ✓ Provide basic legal advisory on laws, regulation and policies to the company in consultation with agencies of the Government.
- ✓ Assist the Company in drafting, reviewing and amending rules, regulations, by-laws and Acts based on the requirements.
- ✓ Shall handle any legal work ascend in the company



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2. Qualification & Experience Criteria

- ✓ Must have Bachelor's degree in Law (LLB) with minimum of 60% aggregate, minimum of 60 % in Class X and XII (English + best 4 subjects for Class X & English +best 3 subjects for Class XII).
- ✓ Fresh graduate

3. Skills

- ✓ Compliance Management, Ability to prepare legal documents, Policy Analysis & Management.
- ✓ Risk Assessment
- ✓ Interpersonal skills.
- ✓ Written & verbal Communication.
- ✓ Legal & moral Integrity.
- ✓ High Integrity/ethics, and the ability to meet the deadlines

4. Remuneration

- ✓ Basic Pay of Nu.17,000/-
- ✓ Fixed Communication Allowance; Nu.2500/-
- ✓ Fixed Conveyance Allowance; Nu.4000/- ✓ HRA:10 % of basic pay.
- ✓ Other entitlements as per the GBRL's ISR

