

CEO Office

Position: Compliance Associate (M /F – 1 Post)

To provide administrative and operational support to the Compliance Division in ensuring the Bank follows regulatory requirements, internal policies, and compliance procedures.

Key Responsibilities:

- Assist in collecting and organizing compliance-related documents and records.
- Support preparation of regulatory reports and internal compliance reports.
- Help monitor updates from Central Bank of Myanmar (CBM) and circulate information to relevant departments.
- Assist in basic compliance checks on customer files (KYC documentation review).
- Support AML/CTF transaction monitoring activities as instructed.
- Maintain compliance databases, logs, and filing systems.
- Help coordinate compliance training sessions and keep attendance records.
- Assist in responding to internal compliance inquiries.
- Perform other administrative tasks assigned by Compliance seniors.

Key Requirements:

- Bachelor's degree (any discipline; Law, Business, Finance preferred).
- Fresh graduates or up to 2 years' experience in banking or office administration.
- Willingness to learn banking regulations and compliance practices.
- Basic knowledge of KYC/AML is an advantage but not required.
- Good attention to detail and ability to handle confidential data.
- Basic computer skills (MS Word, Excel, PowerPoint).
- Ability to communicate clearly in Myanmar; basic English reading ability preferred.