**COMPLIANCE OFFICER**

*InfraCo Africa seeks to alleviate poverty in frontier markets: by mobilising private sector expertise and finance to develop high-quality infrastructure projects that enable economic development.*

**Our Company**

InfraCo Africa seeks to alleviate poverty by mobilising investment into sub-Saharan infrastructure projects. It does this by:

* Investing directly into early-stage projects which need the financial commitment and support that InfraCo Africa can bring
* Funding experienced teams to provide project development leadership
* Providing equity to close a financing gap and start construction
* Investing into innovative businesses that need our support to scale-up or enter new markets

Established in 2004 as part of the Private Infrastructure Development Group ([PIDG](http://www.pidg.org/)), InfraCo Africa is managed as a private company although funded by the governments of Switzerland (via [SECO](https://www.seco.admin.ch/seco/en/home.html)), the Netherlands (via [DGIS](https://www.government.nl/ministries/ministry-of-foreign-affairs)) and the UK (via [FCD](https://www.gov.uk/government/organisations/department-for-international-development)O). This means that our work reflects our shareholder’s objectives and is delivered using proven business practices. It also means that we are continuously balancing commercial viability and development impact. For example, we get involved in infrastructure projects before everyone else, at a stage when the costs and risks are too high for the private sector. We will prioritise projects in the poorest or most fragile countries and those that are the first of their kind or doing something truly innovative to help local communities. Yet, we also choose projects that with our help can become bankable and reach financial close, enabling us to recover our costs and reinvest. Our projects are also developed to the highest environmental, social, health and safety standards and we embed good governance, transparency and leading ABC practices into everything that we do. The inherent tension, between development impact and commercial viability, is unique to InfraCo Africa and differentiates our involvement in projects.

InfraCo Africa’s commitment ensures that infrastructure is developed to the highest standards: from a concept, to a financeable investment opportunity, to a proven operating business. Our projects improve living standards and empower economic development across sub-Sahara Africa.

**Our People**

**Our Business Development Team:** has a deep expertise in the technologies it develops, in governance and in project contracting and financing. They are responsible for the origination, development and eventual exit from InfraCo Africa’s projects.

**Our Asset Management Team:** has a deep expertise in the governance of successful businesses and protecting corporate investments into infrastructure assets. They are responsible for the construction and operation of InfraCo Africa’s projects and its successful recovery of invested funds.

**Our Investment Team:** focuses on innovative operating infrastructure businesses and has deep expertise in identifying, evaluating and managing investments.

**Our Corporate Team:** has a breadth of expertise from financial management and accounting to development impact reporting, corporate and project law, HR and marketing. They are responsible for the effective and efficient operation of our business. The Legal and Compliance team comprises of the General Counsel & Head of Compliance, three Senior Legal Counsel, two Legal Counsel, a Senior Compliance & Risk Officer and a Compliance Officer.

**Your Role**

You will work as part of the Corporate Team reporting to the General Counsel & Head of Compliance, supporting the Senior Compliance & Risk Officer. You will work across all projects in all infrastructure sectors (power, water, transport, etc.) and all Sub-Saharan Africa countries in which we operate. You will take responsibility for driving and embedding best practices across the company.

**Your Responsibilities**

As a Compliance Officer, you will work alongside all members of the Legal and Compliance team to implement InfraCo Africa’s compliance function. The compliance function is responsible for corporate governance and managing the financial crime and data protection risks of the business. The role of Compliance Officer can be divided into the following areas:

**Projects**

* + undertaking know-your-customer checks and other due diligence on projects;
  + ensuring that projects’ corporate governance and policies are sufficient;
  + undertaking ongoing due diligence to keep the know-your-customer file up to date;
  + assisting in investigations and follow up actions when problems arise;
  + reviewing ad hoc requests from projects;
  + assist with the appointment of personnel to project company boards and the issuance of shares to InfraCo Africa;

**Corporate**

* + supporting the Compliance Team with the maintenance and implementation of our compliance policies and the PIDG Operating Policies and Procedures and flag any deficiencies or opportunities for improvement;
  + assisting with the identification and implementation of ongoing training for InfraCo Africa’s employees in respect of Compliance (this may include writing and providing group training);
  + assisting with internal reporting (monthly, quarterly, annually and ad hoc);
  + providing ad hoc advice and support to all teams across InfraCo Africa in respect of Compliance;
  + updating risk assessments and matrices;
  + assist in the maintenance of our ISO 37001 certification and other certifications InfraCo Africa may achieve;
  + undertake desktop audits to monitor Compliance; and
  + manage know-your-customer checks and client onboarding requests on InfraCo Africa by third parties;

**General**

* + undertake general ad hoc administrative tasks to support the Legal and Compliance team as needed; and
  + build working relationships across InfraCo Africa to raise risk and Compliance awareness across the business.

**Your Experience and Qualifications**

* Degree level (a law degree is preferred but not essential);
* All applicants should have strong academics; and
* 2 years or more of experience of working in Compliance.

**Your Personal Qualities**

The ideal candidate must be able to demonstrate the following:

* an interest in the job and a “can do” attitude;
* an eye for detail, strong organisational skills and able to take responsibility for own workload;
* excellent written and spoken communication skills;
* good IT skills;
* must be a team player, willing to help out wherever needed;
* an interest in Africa would be beneficial;
* English as the main spoken and written language; and
* French language skills (desirable but not necessary).

**Location:**

London or Casablanca. We would be willing to discuss relocation opportunities if a candidate were interested in relocating to one of our African offices on a local package.

**Package:**

Market aligned package.

**Proposed start date:**

January 2022