



CAREER OPPORTUNITY

Assistant Regulatory Compliance Officer

The Assistant Regulatory Compliance Officer will provide essential support to the Manager of Regulatory Compliance and Governance in executing operational and administrative functions related to the activities of field officers and senior field auditors within the Gambling Control Commission.

This role will involve assisting in coordinating, monitoring, and enforcing regulatory compliance measures to ensure adherence to applicable laws, regulations, and industry standards.

This position will also render assistance to the Head of Compliance.

• Key Responsibilities

- Assist in organising and maintaining records, documents, and databases related to regulatory compliance activities.
- Coordinate scheduling, logistics, and communications for field officers and senior field auditors.
- Prepare reports, presentations, and correspondence for internal and external stakeholders as directed.
- Serve as a point of contact for inquiries, requests, and information dissemination within the regulatory compliance team.
- Assist in conducting field inspections, audits, and investigations to assess compliance with regulatory requirements.
- Collaborate with field officers and senior field auditors to gather evidence, document findings, and prepare reports of regulatory violations.
- Support the implementation of compliance programs, policies, and procedures to address identified risks and promote best practices.
- Monitor regulatory developments, industry trends, and emerging issues to inform decision-making and regulatory strategies.
- Collaborate with internal departments, external agencies, and industry stakeholders to exchange information (re: call centre), coordinate activities, and address compliance issues.
- Communicate effectively with licensees, operators, and the public regarding regulatory requirements, enforcement actions, and compliance expectations.
- Represent the Gambling Control Commission professionally and ethically in interactions with stakeholders and the broader community.

• Qualifications and Experience

- Bachelor's degree in law, Management, Social Sciences, or related discipline from a recognised institution.
- AML/CFT Certification
- Advanced degrees or specialised certifications related to regulatory compliance may also be advantageous.
- Previous experience in regulatory compliance, investigations, or a related field is desirable.
- Three (3) to five (5) years' experience in regulatory compliance, investigations, or a related field is highly desirable.

OR

- Any equivalent combination of experience and training

Interested Applicants can submit their resumes to: vacancies@gcctt.org