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# Re-Advertisement

## Investigations And Compliance Officer

### Job Brief

Lady Askari is looking for an Investigations and Compliance Officer to oversee internal security investigations and reduce the levels of risk within the organization.

Additionally, the Investigations and Compliance Officer will be responsible for ensuring the integrity of weighbridge operations and compliance with security, safety, and operational procedures and instructions. The investigations manager must investigate all abnormalities with proper follow-through.

### Duties & Responsibilities

- Oversee investigations conducted within the organization
- Ensure initial investigation reports are produced within one week and final reports are produced within 21 days
- Spearhead critical investigations that are of high value, high implication and/or high impact to the business's reputation
- Ensure all investigations are properly tracked
- Liaise and brief management on all initiated investigations
- Ensure all security logistics operations are performed as per the SOP, with all documents filled and signed properly
- Confirm that escalations are being strictly adhered to
- Manage all levels of the weighbridge Business Continuity Plan (BCP)
- Ensure weighbridge team is professionally trained on the different levels of BCP
- Cooperate with the law enforcement agencies on all cases that require police investigations upon approval from corporate security
- Collect and analyze data to determine root cause of inefficiencies and errors, suggest measures to correct them and manage their implementation
- Assess compliance risks and develop risk management strategies to reduce and mitigate these risks

### Qualifications

- Minimum three (3) years of investigation experience
- Minimum five (5) years of experience in Security Risk Management
- ASIS PCI Certification Highly Recommended
- University Degree in a security related field from a recognized University is an added advantage
- Excellent knowledge of security protocols and procedures
- Proficient in MS Office 365
- A current Certificate of Good Conduct (less than 1 year old)
- An analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities



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- Fluent in written and spoken Swahili and English. Additional languages are a plus
  - Excellent Communication Skills – clarity and courtesy on phone, and email
  - Female applicants are encouraged to apply

## Instructions

Apply via this link: <https://airtable.com/app2njYGJRO1n7fx1/shrwbfb03P5vlyqV3>

**The deadline for applications is 26th September 5pm**