

VACANCY ANNOUNCEMENT

COMPLIANCE ANALYST

Position Description

Position title:	Compliance Analyst
Reporting:	The Compliance Analyst reports directly to the Group Chief, Internal Controller & Compliance Officer (Group CICCO)
Location	Nairobi, Kenya

About AGF

The African Guarantee Fund (AGF) is a Pan-African non-bank financial institution whose primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing initiatives. AGF contributes to the promotion of economic development, vital for the prosperity, stability and poverty reduction in Africa through provision of a mix of financial guarantees and other products which will reduce the risks supported by financial sector lending to SMEs that have insufficient collateral and support for capacity development of the partner financial institutions.

AGF is rated 'AA-' by the globally renowned Fitch Ratings Agency.

Position Summary

Reporting to the Group Chief, Internal Controller and Compliance Officer, the Compliance Analyst will support the day-to-day implementation of AGF's compliance programme through compliance monitoring and testing, due diligence and screening, data analysis and reporting, helping to ensure that the company's activities comply with applicable laws and regulations, internal policies and international best practices.

Major Duties and Responsibilities

- Supporting the implementation and maintenance of the compliance framework, policies, procedures, and relevant implementation tools around the following areas, but not limited to:
 - Anti-Money Laundering & Combating Financing of Terrorism (AML/CFT)
 - Data Protection and Management
 - Conflict of Interest
 - Fraud and Whistleblowing
 - Code of Ethics and Professional conduct

- Performing Know-Your-Customer (KYC) and due diligence reviews on partner financial institutions, counterparties, vendors and other third parties, including sanctions, Politically Exposed Persons (PEP) and adverse media screening.
- Conducting compliance monitoring and testing in line with the approved compliance monitoring plan, and documenting findings and recommendations.
- Tracking regulatory developments in the jurisdictions where AGF operates and analyzing their impact on the company's policies and processes.
- Maintaining compliance registers and records, including conflict of interest declarations, gifts and hospitality, compliance breaches and incidents, and regulatory obligations.
- Supporting the compliance risk assessment process by gathering and analyzing data to help identify, assess and monitor compliance risks.
- Supporting the preparation and delivery of compliance awareness and training sessions for employees, and tracking completion of mandatory training.
- Contributing to the development and execution of the compliance activities plan.
- Preparing weekly, monthly, and quarterly compliance activities reports and dashboards, and supporting the preparation of reports to Management and the Board.
- Perform any other task as assigned by the Group Chief, Internal Controller and Compliance Officer.

Desirable qualifications, skills, knowledge and experiences

- Bachelor's degree in Compliance or Auditing or Risk Management, Finance, accounting or Laws or any relevant field.
- Professional Qualification or ongoing certification (ACAMS or ICA or CFE or any relevant qualification) is an added advantage.
- A minimum of three (3) years of relevant experience in compliance, AML/CFT, risk management or audit within the financial services industry, consulting firms, law firms, or Development Financial Institutions. Experience in a Big 4 audit firm is considered advantageous.
- Ability to manage multiple assignments under pressure while meeting tight deadlines.
- Good knowledge of and experience with AML/CFT, Data Protection, Fraud, Risk Management and Internal control international standards and requirements.
- Good understanding of African continent and business environment.
- Ability to compile, analyze and report results of activities.
- High degree of computer literacy, including advanced Excel; familiarity with sanctions screening and compliance monitoring tools is an advantage.
- **Bilingual – fluent in English and French is an added advantage.**

Skills

- Strong analytical, problem solving and critical thinking skills.
- Strong research and report writing skills.
- Good understanding of operational and compliance risk.
- Strong prioritization and organizational skills.
- Good interpersonal and relationship management skills.
- Good presentation and communication skills, both written and oral.
- High level of integrity, discretion and ability to handle confidential information.
- Demonstrated ability to work in an evolving and multicultural environment.
- Ability to learn quickly / develop the necessary skills.
- Team player, with the ability to also work independently.
- Acceptable IT skills.

Additional eligibility competences and desired Characteristics

- Attentiveness to details.
- Ability to use spreadsheets and accounting software.
- Willingness and ability to travel.
- Self-driven individual with a passion and flair for helping SMEs succeed.
- Ability to work in a professionally and culturally diverse setting.
- Ability to work under minimum supervision.

The position will be on the fixed-term basis of One (1) year, renewable.

Terms of Offer

African Guarantee Fund for Small and Medium-sized Enterprises (AGF) is an equal opportunity employer and offers a regionally competitive salary with an excellent benefits package. AGF prides itself on its collegial, supportive and gender-sensitive working environment and believes that staff diversity promotes innovation and excellence.

Women candidates are strongly encouraged to apply.

Privacy Notice

When you choose to apply for this position, be informed that you might be required to share with AGF your personal data, such as name, address, country of residence, resume, diplomas, certificates, email address, etc. This information enables us to process your application and communicate with you when required.

Your personal data internally may be used by the Human Resources department, Hiring Department and any related functions involved in the recruitment process. AGF might share your personal data with third party services providers or agents to perform certain processing activities on behalf of AGF. We will not sell, rent, or lease your personal data to third parties. We require these service providers to protect your personal data diligently.

We will only release your personal data if so, required by law, where necessary for preventing or combating fraud, where necessary for dispute resolution or for any other pressing legitimate need which under the circumstances must outweigh your privacy interests, such as the security of our business and the safety of our staff.

If you choose to apply for this position, you authorize AGF and its staff to collect, store, use, disclose and otherwise process your personal data in connection with the purposes as described above.

Applications

All applications should be sent via email, attaching your resume and cover letter summarizing your relevant work experience, name and contact information of 3 referees that are familiar with your professional qualifications and work experience to: recruitment@africanguaranteefund.com.

All applications should be clearly marked on the subject line: **“AGF - Application for Compliance Analyst”** and will be considered until **4th November 2026** or until the position is filled.

Only short-listed applicants meeting the above requirements will be contacted.

We invite you to learn more about us at: www.agf.africa.