

PUNJAB PENSION FUND

Job Title:	Compliance Officer
Responsible to:	Accounts, Audit / Compliance Sub-Committee
Qualification:	Sixteen years of education or equivalent in Accounting, Finance, Economics, or related from an HEC-recognized institution. Additional Relevant Professional Qualification: CA/ACMA/FRM/LLB
Experience:	Relevant 5 years post qualification experience in the financial services sector, in an Asset Management Company, Non-Banking Finance Company, Commercial Bank / DFI, or any other investment fund, in compliance, risk, legal, or regulatory affairs-related functions.
Supervision:	None

Job Description:

- Ensures that investments are made in compliance with the following documents:
 - The Punjab Pension Fund Act, 2007
 - The Punjab Pension Fund Rules, 2009
 - The Punjab General Provident Investment Fund Act, 2009
 - The Punjab General Provident Investment Fund Rules, 2010
 - Trust Deed(s)
 - Investment Policies
 - Any other regulation/policy adopted by the Fund
- Monitors all compliance initiatives and policy waivers.
- Prepares weekly, monthly, and quarterly Compliance Reports.
- Arranges sub-committee meetings and prepares minutes for such meetings.
- Performs pre-trade Compliance tests w.r.t. all investments/divestments made by the Funds.
- Prepares and maintains a checklist of all investment criteria, exposure limits, etc., to ensure effective compliance.

- Monitors compliance with the best practices of good governance and identifies violations thereof.
- Monitors compliance procedures and related activities continuously and takes appropriate steps to improve effectiveness.
- Ensures that a proper record of all compliance functions is maintained.
- Ensures maintenance and updating of Compliance Policy and Manual per changes in laws and regulations.
- Follow-up on Compliance-related audit/inspection observations and incidents for systemic corrections.
- Performs any other work assigned by the General Manager / Sub-Committee / Management Committee.