



## Job Description

<b>Position Title</b>	Associate Director, Enforcement
<b>Job Grade and Title</b>	Grade E – Associate Director
<b>Division and Department</b>	Policy and Enforcement
<b>Reporting Line</b>	Director, Enforcement

### About the Division

The Policy and Enforcement Division has three departments.

The Policy Department is responsible for ensuring that the QFC's legislative and regulatory regime is developed to meet the QFC Regulatory Authority's (RA) statutory regulatory objectives and conforms to best practice international standards of regulation as well as enabling the RA to address new opportunities, initiatives and risks, and market and regulatory developments generally.

The Legislative Counsel Department is responsible for preparing RA legislation and the maintenance of the master set of legislation in electronic and hardcopy form.

The Enforcement Department is responsible for all enforcement functions of the RA. In performing its enforcement role, this Division focuses on reducing the risk of non-compliance wherever possible. When the RA detects conduct that may threaten the integrity of the QFC, the department will act swiftly and decisively to stop the conduct, minimise the effects and prevent similar conduct recurring.

### About the position

The Associate Director will assist the Enforcement department to further develop and implement enforcement policies, procedures and programs aimed at detecting and preventing conduct which may be in breach of the QFC law, Regulations, or RA rules. The Associate Director will assist in interpreting the RA powers as a Regulator and plan and help conduct investigations utilising these powers to achieve the desired regulatory outcomes. The Associate Director will take responsibility for managing particular enforcement cases. The Associate Director will also work with the Policy section in developing and implementing policy initiatives and updates that impact the work of the Division.

### Main Responsibilities

- Investigate cases concerning violations of QFC laws, regulations and rules
- Assist in the review and interpretation of enforcement related laws, regulations and rules and provide internal guidance and advice on enforcement matters
- Liaise with other Divisions to manage referral of potential investigations
- Plan and conduct investigations including drafting all necessary documentation for internal and external decision making and communication purposes, conducting interviews, gathering data, and conducting research
- Work with external resources (forensic accountants) to identify and understand complex financial services communications and data as part of the evidence gathering and qualification process
- Assist in ensuring that effective co-operative relationships are developed with other Divisions, regulators, central banks, and other enforcement bodies.
- Develop appropriate liaison with other regulators maintaining a constant flow of information and cooperative sharing of best practice
- Receive visitors from other International Regulators, attend regulation industry events, train international regulators on QFCRA process and when required act as the contact person for cooperation on international enforcement actions
- Manage any Senior Associates, Associates, or Case Officers/Analysts assigned to ensure proper work allocation and supervision, and where necessary ensure that the skills and experience of any subordinates are developed.



## Job Description

Qualifications
<p>Education</p> <ul style="list-style-type: none"><li>• Bachelor's Degree in Law or Legal Studies, JD, or other relevant legal degree</li></ul> <p>Knowledge and skills</p> <ul style="list-style-type: none"><li>• In-depth understanding of law from a common law jurisdiction (in depth understanding of Qatari State law is also preferable)</li><li>• Knowledge of investigation, evidence rules, prosecution process and legal processes</li></ul> <p>Experience</p> <ul style="list-style-type: none"><li>• 10+ years post qualification experience working on legal matters and with investigations of financial crimes, AML, corporate governance, conduct of financial services, crime and/or regulatory focus.</li></ul>
Leadership Competencies
<ul style="list-style-type: none"><li>• Analysis and accuracy</li><li>• Interpersonal skills</li><li>• Task completion</li><li>• Supporting the Nationalisation Strategy</li><li>• Coaching and developing employees</li></ul>