

EPPC Albania on behalf of its client, is looking for a **Group Governance Manager**.

## Responsibilities:

**Governance Framework:** Develop and maintain governance policies and procedures, ensuring alignment with industry standards and regulations;

**Compliance Management:** Monitor and audit compliance with internal policies and regulations and implement compliance training programs.

**Risk Management:** Identify and mitigate corporate governance risks; Report risk management activities to senior management;

**Support to Senior Management and Committees:** Assist the board and committees on governance matters, ensuring proper documentation and record-keeping.

**Policy Development:** Draft and update company policies to ensure legal compliance, communicate them to stakeholders;

**Stakeholder Engagement:** Liaise with regulators, advisors, and stakeholders; Maintain relationships with investors, regulators, and industry bodies;

**Ethics and Integrity:** Promote ethical practices within the organization; Handle whistleblower reports and conduct investigations.

**Continuous Improvement:** Stay updated on best practices in corporate governance and recommend improvements to the governance framework.

**Regulation Update:** Update and communicate regulatory changes in collaboration with the legal team;

**Project Management:** Coordinate projects from approval to delivery and accountability;

**Meeting Coordination:** Prepare documents and communications for meetings with interested parties.

## Requirements for this position are:

- Bachelor's degree in **Law, Business Administration, Finance**; Professional certification (e.g., **ICSA, CCEP**) *are preferred*;
- Wealth experience in **administration, regulatory and management roles**;
- **A substantial background in corporate governance or compliance**;
- In-depth understanding of corporate governance principles, regulatory requirements, risk management;
- Strong attention to detail, people management and communication skills;
- Analytical and due diligence capabilities;
- Advanced MS Office proficiency;
- Ability to manage high-level decision-making;
- **Proficiency in English is required.**

## How to apply:

To apply for this opportunity send your CV through the following link: <https://aplikim.eppc.al>

You will be contacted by EPPC only if your CV will be qualified by our recruitment team.