



Beeline Armenia

Beeline Armenia, the major fixed and mobile operator in Armenia, in the phase of dynamic transformation, focused on delivering enhanced customer satisfaction and trust, is seeking for candidates to fill the position of **Head of Compliance**.

POSITION TITLE :	Head of Compliance
FUNCTION:	General Directorate
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Support the development of a corporate culture where ethical and compliant values-based behavior is embraced by all employees. • Ensure that adequate policies, processes and procedures are in place. • Develop tools that facilitate decision-making process within the framework of the Code of Conduct. • Support the business with a view to have all processes, procedures and activities performed in accordance with Code of Conduct and relevant legal and regulatory requirements. • Develops, initiates, maintains and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct. • Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends. • Prepares and conducts training on compliance topics. • Assists in the implementation of a third party screening methodology to conduct due diligence of future and existing vendors and business partners. • Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution. • Identifies potential areas of compliance vulnerability and risk.
EDUCATIONAL BACKGROUND:	<ul style="list-style-type: none"> • Master's Degree in Law
SKILLS:	<ul style="list-style-type: none"> • Analytical thinking; • Creative problem-solving • Decision-making • Accurate; • Conceptual thinking; • Advanced presentation skills; • Relationship building; • Leadership skills; • Advanced computer skills; proven experience in working with Microsoft Office; • Fluent English and Russian.
WORKING EXPERIENCE:	<ul style="list-style-type: none"> • At least 3 years of previous work experience in similar roles at a senior level in the fields of Compliance, Legal or Ethics. • Experienced with working in an international

	environment. <ul style="list-style-type: none"> • Expertise in Compliance / anti-bribery issues programs.
COMPENSATION AND BENEFITS:	<ul style="list-style-type: none"> • Negotiable salary. • Full medical insurance. • Professional training.

Qualified and interested candidates are kindly requested to submit CV/Resume in Armenian, Russian or English languages to 2 Aharonyan Str., Yerevan, 0014 or by e-mail: hrm@beeline.am. In the subject line of your e-mail message, please mention the title of the position you are applying for.

Only short-listed candidates will be contacted.

For additional information about our company, please visit our website: www.beeline.am.