

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Compliance Officer (Laws, regulation, standards and the environment)	Direct Reports:	Nil
Reports to:	Senior Manager Risk and Compliance	Internal Contacts:	All Departments
Department:	Risk & Compliance	External Contacts:	Concessionaires, Port Users, Customers, Stakeholders, Regulator bodies
Classification	Grade 6	Revised Date	February 2, 2026

JOB SUMMARY

The Compliance Coordinator is responsible for monitoring, evaluating, and promoting compliance with applicable laws, regulations, international conventions, standards, and environmental requirements governing SLASPAS Operations.

DUTIES AND RESPONSIBILITIES

Regulatory Compliance Monitoring

1. Monitors SLASPA's compliance with applicable legislation including the **SLASPA Act, Shipping Act, Labour Act**, and relevant **ICAO, IMO, ISPS, TSA** requirements.
2. Maintains a centralized register of applicable laws, regulations, permits, and obligations.
3. Tracks regulatory changes and advises management on compliance implications.

Compliance Reviews and Assessments

1. Conducts structured compliance reviews across departments to assess adherence to standards, legal and regulatory requirements.
2. Identifies compliance gaps, prepares findings, and recommends corrective actions.
3. Supports departments in interpreting regulatory obligations without assuming operational ownership.
4. Collaborates with departments for efficient and effective execution of reviews and assessment

Environmental Compliance Oversight

1. Monitors compliance with environmental laws, permits, and sustainability requirements applicable to port and airport operations.
2. Reviews environmental incident reports for regulatory compliance implications.
3. Supports integration of environmental obligations into policies and procedures.

Reporting and Liaison

1. Prepares compliance reports for management, regulators, and audits.
2. Acts as a liaison with regulatory authorities during inspections and information requests.
3. Supports regulatory audits and investigations as required.

Awareness and Guidance

1. Provides compliance guidance and awareness sessions to staff on regulatory obligations.
2. Promotes a culture of ethical conduct and regulatory accountability.

General

1. Perform other related duties for time to time

QUALIFICATIONS

Bachelor's Degree in Law, Environmental Management, Compliance, Public Administration, or a related field, plus **three (3) years** relevant experience in regulatory compliance.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of maritime, aviation, labour, and environmental regulations
 - Strong analytical and reporting skills
 - Ability to interpret legislation and standards
 - High level of integrity and confidentiality
 - Strong communication and stakeholder engagement skills
 - Always demonstrates a high level of confidentiality
 - Excellent interpersonal and communication skills.
 - Advanced knowledge of and proficiency in technologically innovative tools
 - Excellent problem-solving skills.
 - Excellent time management and organizational skills.
 - Active listening skills and attention to detail
 - Function within a team environment.
 - Ability to be flexible with work assignments.
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SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____